



The Corporation of the Town of Midland

**Human Resources Committee Meeting
with Closed Session
Friday, October 11, 2019
9:00 am
Council Chambers**

AGENDA

1. Call to Order
2. Declarations of Conflict of Interest
3. Approval of Previous Minutes
 - a) August 9, 2019 Human Resources Committee Meeting 
4. Lean Six Sigma
5. Recruitment
6. 2020 Vacation Schedule
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*
- (i) *a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;*

Closed Session Items

- 1) Management Non-Union Salary Survey
- 2) Management Non-Union COLA
- 3) Payroll Administration

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 November 8, 2019

11. Adjournment



The Corporation of the Town of Midland

Minutes of the Meeting of the Human Resources Committee with closed session held on Friday August 9, 2019 at 9:30 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 9:25 a.m.

An additional item was added to the Closed Session pursuant to Section 239 (2) (b) of the *Municipal Act*, 2001, (as pertains to an identifiable individual):

8 a) ii) Corporate Reorganization – communications from Councillor Gordon

2. Declarations of Conflict of Interest

There were none.

3. Adoption of Previous Minutes

a) Minutes of the June 14, 2019 Human Resources Committee Meeting

Moved by: J. Main Resolution No. 2019-36

Seconded by: S. Strathearn

That the minutes of the June 14, 2019 Human Resources Committee Meeting be adopted as printed and circulated.

CARRIED.

4. Lean Six Sigma

As a follow up to the June 14, 2019 Committee Meeting, the Director of Human Resources/Health and Safety updated the Committee that interviews for the short-listed consultants for Lean Six Sigma will take place in early September 2019. Following RFP award, the Lean Six Sigma program will commence.

Moved by: J. Main Resolution No. 2019-37

Seconded by: S. Strathearn

That the verbal update on Lean Six Sigma be received for information.
CARRIED.

5. Recruitment

The Director of Human Resources/Health and Safety provided an overview of the status of the Town's recruitment program. A number of vacancies have been filled and additional recruitment will take place in August and September 2019.

Moved by: J. Main Resolution No. 2019-38

Seconded by: S. Strathearn

**That the verbal update on recruitment be received for information.
CARRIED.**

6. 2019 Management & Non-Union Group Wages

As a follow up to a previous request by the Committee, the Director of Human Resources/Health and Safety indicated an assessment of the management/non-union group wages will be completed using appropriate municipal comparators from across the province.

Moved by: J. Main Resolution No. 2019-39

Seconded by: S. Strathearn

**That the verbal update on the 2019 Management Non-Union Group
Wages be received for information.
CARRIED.**

7. Draft Policy for Adjustments to Temporary Salary Rates

The Director of Human Resources/Health and Safety distributed hard copies of a draft "Policy for Adjustments to Temporary Salary Rates". This policy will streamline and provide clear guidelines on practices respecting temporary assignment ("acting" roles) and additional responsibility for the Management Non-union Group. The final draft policy will be submitted for approval at a future Council meeting.

Moved by: J. Main Resolution No. 2019-40

Seconded by: S. Strathearn

**That the draft policy for Adjustments to Temporary Salary Rates be
received for information.
CARRIED.**

8. Closed Session

a) Motion to move into closed session

Moved by: J. Main Resolution No. 2019-41

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 individual(s)

CARRIED.

Closed Session Items

1. Committee Appointments

The Director of Human Resources/Health and Safety facilitated a discussion of the current vacancies on the Heritage and Transit Committees. The Committee felt it appropriate to defer appointment to the Transit Committee until the Transportation Master Plan and the Regional Governance Review are complete, and a determination can be made to consider a review/update of the Transit Committee Terms of Reference.

Following discussion, the Committee directed staff to prepare the appropriate motion for consideration in Open Session.

i. Corporate Reorganization

The CAO reviewed with the Committee an email received from Councillor Gordon requesting a report on the impacts of the corporate reorganization. Following discussion, the Committee directed staff to prepare the appropriate motion for consideration in Open Session.

Moved by: J. Main Resolution No. 2019-42

Seconded by: M. Ross

**That this Closed Meeting of the Human Resources Committee be
adjourned at 10:55 a.m.; and**

That the Committee now rise and report to open session.

CARRIED.

9. Open Session

a) Motions arising from closed session

i) Committee & Board Appointments

Moved by: J. Main Resolution No. 2019-43

Seconded by: M. Ross

That Administration be directed to prepare a closed session report to Council regarding Committee and Board Appointments, based on recommendations of the Human Resources Committee.

CARRIED.

i) Corporate Reorganization

Moved by: M. Ross Resolution No. 2019-44

Seconded by: S. Strathearn

That the CAO be directed to respond to Councillor Gordon regarding the email that was sent requesting a report on Town Reorganization impacts.

CARRIED.

10. Other Business

No other business was discussed.

11. Next Meeting

The next meeting of the Human Resources Committee will take place on September 13, 2019, or at the call of the Chair.

12. Adjournment

Moved by: J. Main Resolution No. 2019-45

Seconded by: M. Ross

That this meeting of the Human Resources Committee with closed session held August 9, 2019 be adjourned at 10:57 a.m.

CARRIED.

Minutes approved _____ Resolution No. _____.

Chair

Recording Secretary