



The Corporation of the Town of Midland

**Human Resources Committee Meeting with Closed Session
Friday, December 13, 2019
9:00 am - Council Chambers**

AGENDA

1. Call to Order

2. Declarations of Conflict of Interest

3. Approval of Previous Minutes

a) October 11, 2019 Human Resources Committee Meeting 

b) November 18, 2019 Special Human Resources Committee Meeting with Closed Session 

4. Report on Amendment to Board and Committee Template

5. 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) Recruitment – CFO and CAO

- Presentation from Feldman Daxon Partners Inc.

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.

6. Open Session

a) Motions arising from closed session

7. 2020 Meeting Schedule

8. Adjournment



The Corporation of the Town of Midland

Minutes of the Meeting of the Human Resources Committee with closed session held on Friday October 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

Staff Present: Chief Administrative Officer, J. Skorobohacz
Director of Human Resources/Health and Safety, L. Yourkin
Recording Secretary, A. Grenier

Regrets: Councillor J. Main

1. Call to Order

The Chair called the meeting to order at 9:20 a.m.

2. Declarations of Conflict of Interest

No conflicts of interest were declared.

3. Adoption of Previous Minutes

a) Minutes of the August 9, 2019 Human Resources Committee Meeting

Moved by: M. Ross

Resolution No. 2019-46

Seconded by: S. Strathearn

That the minutes of the August 9, 2019 Human Resources Committee Meeting be adopted as printed and circulated.

CARRIED.

4. Lean Six Sigma

The Director of Human Resources/Health and Safety provided an update on the Lean Six Sigma program. The program will commence with the training of management, supervisors and select staff October 23 and 24, 2019. The Lean Six Sigma process review will start with the Finance department.

Moved by: M. Ross

Resolution No. 2019-47

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 current status of the Town's recruitment program. Current vacancies will be advertised over the coming months.

Moved by: S. Strathearn Resolution No. 2019-48

Seconded by: M. Ross

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

6. 2020 Vacation (Holiday) Schedule

The Director of Human Resources/Health and Safety reviewed the proposed holiday observances for the 2020 calendar year, and the Committee requested that staff prepare a report to Council for consideration.

Moved by: S. Strathearn Resolution No. 2019-49

Seconded by: M. Ross

That the verbal update of the 2020 holiday observances schedule be received for information; and

That Administration be directed to prepare a report for Council's consideration of the 2020 holiday observances and office closure, based on the Committee's recommendations.

CARRIED.

7. Closed Session

a) Motion to move into closed session

Moved by: M. Ross Resolution No. 2019-50

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

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.

CARRIED.

Closed Session Items

1. Management Non-Union Salary Survey and Management Non-Union COLA

The Director of Human Resources/Health and Safety facilitated a discussion of the results of a wage and salary survey which was completed for the Town by an independent consulting firm. The Committee also considered the management non-union group cost of living allowance for 2019 as part of this discussion.

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

2. Payroll Administration

The Director of Human Resources/Health and Safety provided an overview of the Town's payroll administration, which now falls under the Human Resources/Health & Safety portfolio as a result of the corporate reorganization in August 2019.

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

b) Motion to rise to open session

Moved by: S. Strathearn
Seconded by: M. Ross

Resolution No. 2019-51

That this closed session of the Human Resources Committee be adjourned at 10:20 a.m.; and

That the Committee now rise and report to open session.

CARRIED.

8. Open Session

a) Motions arising from closed session

1. Management Non-Union Salary Survey and COLA

Moved by: S. Strathearn
Seconded by: M. Ross

Resolution No. 2019-52

That Administration be directed to prepare a closed session report for Council's consideration regarding the Management Non-Union Salary Survey and update of the Management Non-union wage grid, based on recommendations of the Human Resources Committee.

CARRIED.

2. Payroll Administration

Moved by: M. Ross Resolution No. 2019-53

Seconded by: S. Strathearn

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

CARRIED.

9. Other Business

1. Annual Staff/Council Holiday Party

The Director of Human Resources/Health and Safety provided an update on the results of a recent staff survey regarding the annual Staff/Council Holiday Party. Results of the survey suggest that staff are interested in seeing changes to the venue and entertainment going forward. Staff will continue to explore options for the 2019 event and provide an update to Council.

10. Next Meeting

The next meeting of the Human Resources Committee will take place on Friday November 8, 2019, or at the call of the Chair.

11. Adjournment

Moved by: S. Strathearn

Resolution No. 2019-54

Seconded by: M. Ross

That this meeting of the Human Resources Committee with closed session held October 11, 2019 be adjourned at 10:35 a.m.

CARRIED.

Minutes approved _____ Resolution No. _____.

Chair

Recording Secretary



The Corporation of the Town of Midland

Minutes of the Special Meeting of the Human Resources Committee with closed session held on Monday November 18, 2019 at 1:30 p.m. in the Municipal Office Council Chambers.

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

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 1:32 p.m.

2. Declarations of Conflict of Interest

No conflicts of interest were declared.

3. Closed Session

a) Motion to move into closed session

Moved by: S. Strathearn

Resolution No. 2019-55

Seconded by: J. Main

**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. Municipal Services Contract

The Director of Human Resources/Health and Safety provided update on the status of a municipal services contract.

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

2. Committee Vacancies

The Director of Human Resources/Health and Safety provided an update on recent committee applications.

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

b) Motion to rise to open session

Moved by: S. Strathearn

Resolution No. 2019-56

Seconded by: J. Main

That this closed session of the Human Resources Committee be adjourned at 2:55 p.m.; and

That the Committee now rise and report to open session.

CARRIED.

4. Open Session

a) Motions arising from closed session

1. Municipal Services Contract

Moved by: J. Main

Resolution No. 2019-57

Seconded by: S. Strathearn

That Administration be directed to prepare a report for Council's consideration regarding a municipal services contract, based on recommendations of the Human Resources Committee.

CARRIED.

2. Committee Vacancies and Appointments

Moved by: J. Main

Resolution No. 2019-58

Seconded by: S. Strathearn

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

CARRIED.

5. Adjournment

Moved by: J. Main

Resolution No. 2019-59

Seconded by: S. Strathearn

That this Special Meeting of the Human Resources Committee with closed session held November 18, 2019 be adjourned at 3:00 p.m.

CARRIED.

Minutes approved _____ Resolution No. _____.

Chair

Recording Secretary



Staff Report

Department: Clerks
To: Human Resources Standing Committee
Meeting Date: **October 12, 2019**
Report No.: **CL-2019-18**
Report Title: Amendment to Board and Committee Template

Recommendation:

That Report CL-2019-18 – Amendment to Board and Committee Template be received; and

That the Terms of Reference for Council’s Boards and Committees and the related template be amended by replacing Item 3 under “Committee Composition” with the following:

- 3. The Clerk (or designate) shall receive and review committee applications and complete the related criteria-based matrix detailing each applicant’s ranking for Council’s consideration at an upcoming Council meeting.**

Furthermore That, as a Standing Committee of Council, the Clerk (or designate) be appointed as the Resource/Secretary for the Committee.

Background:

When the Governance Review was undertaken in 2017, a Terms of Reference template was developed and approved by Council at its meeting held on January 8, 2018. The standardized format established a consistent Terms of Reference structure for the Town’s internal committees. The provisions contained within the template also ensured that committees/boards are transparent to the public, responsive to the direction of Council, and that meetings are conducted in accordance with the Town’s Procedural by-law.

One provision added to the Terms of Reference template was the requirement that all applications be reviewed by the Human Resources Standing Committee comprised of four members of Council. This new process was established to streamline the application review process by having the Committee review the applications and recommend to Council the most qualified candidate. To expedite the review process, a scoring matrix was developed for each of the Boards and Committees that has provided for a fair, equitable and efficient evaluation process. Use of the matrix has proven to be

an extremely valuable tool as applicants are rated based on how closely they meet the desired criteria for their specific board or committee of interest

Analysis:

As the Committee is aware, a Lean Improvement Process is underway. As noted above, the development of a criteria-based matrix specific to each Council Committee/Board has expedited the candidate application evaluation exercise and established a fair and equitable appointment process.

Applications are received and reviewed by the Clerk's Office, following which the matrix detailing each applicants ranking is forwarded to the Human Resources Committee for consideration and recommendation. The Director of Human Resources then presents the Committee's recommendations for appoints to Committees/Boards to Council in Closed session for consideration.

Conclusions:

As a means to further expedite the appointment exercise, it is recommended that each completed criteria-based matrix detailing each applicant's ranking be forwarded directly to Council in closed session for consideration.

Going forward and in preparation for the 2022 Council Term, the Council Committees and Boards will be required to review their respective Terms of Reference to determine if the criteria remains relevant or requires amending. All recommendations for changes to the Terms of Reference and the related matrix with be forwarded to the Human Resources Committee for review and approval prior to being considered by Council.

Council's Strategic Priorities:

This recommendation is consistent with the following Council Strategic Priority:

- Accountable, Responsive and Innovative Governance

Financial Impact:

There is no financial impact resulting from the recommendation.

Prepared by: Karen Desroches, Clerk

Reviewed by: Amanpreet Sidhu, Director of Corporate Services/Solicitor

Approved by: John Skorobohacz, CAO