



Human Resources Committee Meeting with Closed Session  
Wednesday March 21, 2018

10:00 am  
Council Chambers

AGENDA

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1. **CALL TO ORDER**

2. **DECLARATIONS OF PECUNIARY INTEREST**

3. **ADOPTION OF PREVIOUS MINUTES**

- a) January 15, 2018

4. **CLOSED SESSION**

- a) Motion to move into closed session

i) Closed Session Items

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, including municipal employees.*

*(d) labour relations or employee negotiations.*

- a) Corporate Capacity  
b) Labour Relations Update

ii) Motion to Rise to Open Session

5. **OPEN SESSION**

- a) Motions arising from Closed session

**5. OPEN SESSION** (cont'd)

- i) Open Session Items
  - a) Service Delivery Review
  - b) Performance Reviews
  - c) Recruitment Update
  - d) Policy Development – Code of Conduct

**6. ADJOURNMENT**



**Minutes of the Human Resources Committee with Closed Session held on Monday January 15, 2018, at 2:30 p.m. in the Municipal Office Council Chambers.**

**Present:** Committee Chair, J. Contin  
Mayor G. McKay  
Councillor G. Canning

**Also Present:** Chief Administrative Officer, J. Skorobohacz  
Human Resources Director, L. Yourkin  
Recording Secretary, A. Grenier

**Regrets:** Councillor S. Strathearn

**1. CALL TO ORDER:**

Chair Contin called the meeting to order at 2:37pm.

**2. DECLARATIONS OF PECUNIARY INTEREST:**

There were none.

**3. ADOPTION OF MINUTES:**

- a) Minutes of the April 6, 2017 Closed Meeting
- b) Minutes of the May 17, 2017 Closed Meeting
- c) Minutes of the June 15, 2017 Closed Meeting
- d) Minutes of the July 6, 2017 Closed Meeting
- e) Minutes of the August 24, 2017 Closed Meeting
- f) Minutes of the September 29, 2017 Closed Meeting

It was brought to the attention of the Committee that the minutes of the 2017 Committee meetings had not been formally adopted. It was then

**Moved by: Gord McKay** Resolution No. 2018-01  
**Seconded by: Glen Canning**

**That the report of the Human Resources Committee held April 6, 2017 be adopted as printed and circulated; and**

**That the report of the Human Resources Committee held May 17, 2017 be adopted as printed and circulated; and**

**That the report of the Human Resources Committee held June 15, 2017 be adopted as printed and circulated; and**

**That the report of the Human Resources Committee held July 6, 2017 be adopted as printed and circulated; and**

**That the report of the Human Resources Committee held August 24, 2017 be adopted as printed and circulated; and**

**That the report of the Human Resources Committee held September 29, 2017 be adopted as printed and circulated.**

**CARRIED.**

**4. CLOSED SESSION:**

**Moved by: Gord McKay  
Seconded by: Glen Canning**

Resolution No. 2018-02

**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 2b) Information about an identifiable individual**

**CARRIED.**

- i) Closed Session Items
  - a) Service Delivery Review
  - b) Corporate Capacity
  - c) Compensation Review
  - d) Labour Relations Update
  - e) Recruitment Update

The Committee discussed the closed session items. It was then;

**Moved by: Gord McKay  
Seconded by: Glen Canning**

Resolution No. 2018-03

**That this Closed Meeting of the Human Resources Committee be adjourned at 4:53p.m.; and**

**That the Committee now rise and report to open session.**

**CARRIED.**

5. **OPEN SESSION:**

**Moved by: Gord McKay**  
**Seconded by: Glen Canning**

Resolution No. 2018-03

**That Administration be directed to proceed in accordance with the direction of the Human Resources Committee.**

**CARRIED.**

i) Open Session Items

a) Mission Vision Values

The Committee discussed timelines and the process for the Mission, Vision and Values program. The Director of Human Resources/Health and Safety noted that the program will be launched once departmental changes take place in Q3 of 2018, through a staff-based sub-committee as recommended by Department Heads.

a) Policy Development

The Director of Human Resources discussed the need for human resources policies to comply with provincial legislation and for best practice. Throughout 2018 the Committee will be requested to review a number of new and updated policies including: code of conduct for staff and for Council, respectful workplace, social media, and time at and away from work. Upon recommendation of the Committee, policies will be forward to Council for adoption.

6. **Adjournment:**

**Moved by: Gord McKay**  
**Seconded by: Glen Canning**

**That this Meeting of the Human Resources Committee with closed session be adjourned at 5:22 p.m.**

**CARRIED.**