



**Minutes of the Human Resources Committee with Closed Session held on
Wednesday March 21, 2018, at 10:00 a.m. in the Municipal Office Council Chambers.**

Present: Chair Councillor J. Contin
Mayor G. McKay
Councillor G. Canning
Councillor S. Strathearn

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

1. Call to Order:

The Chair called the meeting to order at 10:06 a.m.

2. Declarations of Pecuniary Interest:

There were none.

3. Adoption of Minutes:

a) Minutes of the January 15, 2018 Closed Meeting

Moved by: Gord McKay Resolution No. 2018-06
Seconded by: Glen Canning

**That the report of the Human Resources Committee held
January 15, 2018 be adopted as printed and circulated.**

CARRIED.

4. Closed Session:

Moved by: Gord McKay Resolution No. 2018-07
Seconded by: Stewart 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 2b) Information about an identifiable individual
d) labour relations or employee negotiations.**

CARRIED.

- i) Closed Session Items
 - a) Corporate Capacity
 - b) Labour Relations Update

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

Moved by: Gord McKay Resolution No. 2018-08
Seconded by: Stewart Strathearn

**That this Closed Meeting of the Human Resources Committee be
adjourned at 11:15 a.m.; and**

That the Committee now rise and report to open session.

CARRIED.

5. Open Session:

Moved by Stewart Strathearn Resolution No. 2018-09
Seconded by Gord McKay

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

CARRIED.

- i) Open Session Items
 - a) Service Delivery Review

The Committee discussed changes to the organization and business operations within the Finance Department. It was noted that the Finance Department is developing a revised list of tasks and operational procedures.

A similar exercise has been undertaken in the Operations Department to allow the teams to determine changes going forward; and in particular the handling of customer service complaints. The Operations Department is also reviewing their internal teams from a cross-functional perspective to streamline and advance the business of Roads, Parks and Facilities operations.

b) Performance Reviews

The Chair provided an update on the CAO performance review process. The Director of Human Resources/Health and Safety has provided input to the new performance review template with tasks to be measured for the 2018 year. The Director will circulate the draft to the Committee for review.

c) Recruitment Update

The Director outlined the various stages of the Town's current recruiting process for 23 positions across the organization, including open and closed recruitments, applicant screening, and status of interviews.

c) Policy Development

The Director introduced a draft Council Code of Conduct, which will be based on the County of Simcoe's Code of Conduct. The Director also provided a draft Respectful Workplace Policy for review.

Draft Policies will be recommended to Council for approval once the Committee has completed its review.

6. **Adjournment:**

Moved by: Gord McKay

Resolution No. 2018-10

Seconded by: Stewart Strathearn

That this Meeting of the Human Resources Committee with closed session be adjourned at 12:18 p.m.

CARRIED.

Minutes Approved May 17, 2018, Resolution 2018-11