



Minutes of the Human Resources Committee with Closed Session held on Thursday May 17, 2018, at 2:00 p.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

* Left the meeting at 3:30pm

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1. Call to Order:

The Chair called the meeting to order at 2:03 p.m.

2. Declarations of Pecuniary Interest:

There were none.

3. Adoption of Minutes:

a) Minutes of the March 21, 2018 Closed Meeting

The Committee reviewed the minutes of the previous meeting held March 21, 2018. It was then

Moved by: Glen Canning

Resolution No. 2018-11

Seconded by: Stewart Strathearn

That the report of the Human Resources Committee held March 21, 2018 be adopted as printed and circulated.

CARRIED.

4. Closed Session:

Moved by: Glen Canning
Seconded by: Stewart Strathearn

Resolution No. 2018-12

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) Employee Contracts

The Committee received a verbal update from the Chief Administrative Officer regarding an employment contract, and the CAO responded to questions raised by Committee members. Following discussion, the Committee directed staff to prepare the appropriate motion for consideration in Open Session.

b) Labour Relations

The Committee received a verbal update from the Director of Human Resources/Health and Safety regarding labour relations, and the CAO and Director responded to questions raised by Committee members. Following discussion, the Committee directed staff to prepare the appropriate motion for consideration in Open Session. It was then

Moved by: Glen Canning
Seconded by: Stewart Strathearn

Resolution No. 2018-13

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

That the Committee now rise and report to open session.

CARRIED.

5. Open Session:

a) Motions arising from closed session

i. Employee Contracts

Moved by Glen Canning Resolution No. 2018-14
Seconded by Stewart Strathearn

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

CARRIED.

ii. Labour Relations

Moved by Glen Canning Resolution No. 2018-15
Seconded by Stewart Strathearn

That Administration be directed to prepare a report for Council's consideration regarding Management Non-Union compensation based on recommendations of the Human Resources Committee.

CARRIED.

6. Open Session Items

a) Corporate Capacity

The Director discussed the payroll re-implementation program, which was one of the Service Delivery Review recommendations. The Director also updated the Committee on the status of the Town's new IT Steering Committee. The IT Steering Committee will be an internal staff committee to undertake the recommendations of the Service Delivery Review. It was then

Moved by Glen Canning Resolution No. 2018-16
Seconded by Stewart Strathearn

That the update on Corporate Capacity be received for information.
CARRIED.

b) Administrative Authority – CAO

The Committee discussed concerns raised at a recent Council meeting regarding action taken by Administration resulting from false information about Town Staff that was posted to a social media platform. It was then

Moved by Glen Canning
Seconded by Stewart Strathearn

Resolution No. 2018-17

That the Human Resources Committee reaffirms the Chief Administrative Officer's responsibility and duty to protect the reputation of the Corporation.

CARRIED.

The Committee then received correspondence from the Chief Administrative Officer on behalf of Ontario Municipal Leadership Institute. The CAO outlined the correspondence noting his wish to meet with the new Council once it is elected to discuss further the current contract for CAO services. It was then

Moved by Glen Canning
Seconded by Stewart Strathearn

Resolution No. 2018-18

That correspondence dated May 17, 2018 from the Ontario Municipal Leadership Institute ("OMLI"), regarding the Engagement of Services Agreement between OMLI and the Town of Midland for Chief Administrative Officer Services, be received; and

That the correspondence be forwarded to Council for information.

CARRIED.

c) Health & Safety – Ministry of Labour Initiative Focusing on Municipalities

The Director of Human Resources/Health and Safety discussed the upcoming Ministry of Labour initiative focusing on ergonomics in municipalities, and in particular on public works departments. The Director noted that this is good news in the industry, and that within the Town's Operations Department, we have already begun the process of assessing ergonomics. It was then

Moved by Stewart Strathearn
Seconded by Glen Canning

Resolution No. 2018-19

That the update on the Ministry of Labour Health and Safety Initiatives focusing on municipalities be received for information.

CARRIED.

d) Performance Review

The Director of Human Resources/Health and Safety updated the committee that the CAO performance review template has been completed, and that the

Moved by **Stewart Strathearn**
Seconded by **Glen Canning**

Resolution No. 2018-22

That Administration be directed to provide a semi-annual report to Council based on discussions and recommendations arising from the Human Resources Committee meetings.

CARRIED.

6. Other Business

No other business was discussed.

7. Adjournment:

Moved by: **Stewart Strathearn**
Seconded by: **Glen Canning**

Resolution No. 2018-23

That this Meeting of the Human Resources Committee with closed session be adjourned at 3:58 p.m.

CARRIED.

Minutes approved July 12, 2018, Resolution No.2018-25.