



**Minutes of the Human Resources Committee with Closed Session held on Thursday July 12, 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

**1. Call to Order:**

The Chair called the meeting to order at 2:05 p.m.

**2. Adoption of Agenda**

The Committee reviewed the meeting agenda. It was then

**Moved by: Stewart Strathearn**

Resolution No. 2018-24

**Seconded by: Gord McKay**

**That the July 12, 2018 Human Resources Committee Meeting Agenda be approved as printed and circulated.**

**CARRIED.**

**3. Declarations of Pecuniary Interest:**

There were none.

**4. Adoption of Minutes:**

a) Minutes of the May 17, 2018 Closed Meeting

The Committee reviewed the minutes of the previous meeting held May 17, 2018. It was then

**Moved by: Stewart Strathearn**

Resolution No. 2018-25

**Seconded by: Gord McKay**

**That the report of the Human Resources Committee held May 17, 2018 be adopted as printed and circulated.**  
**CARRIED.**

**5. Closed Session:**

**Moved by: Stewart Strathearn** Resolution No. 2018-26  
**Seconded by: Gord McKay**

**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) Recruitment – Midland Bay Landing Development Corporation Board of Directors – Review of Applications

The recruitment for the MBLDC Board of Directors closed on June 15, 2018, and fourteen applications were received. The Committee reviewed the applications. Following discussion, the Committee directed staff to prepare the appropriate motion for consideration in Open Session.

b) Labour Relations – Collective Agreements

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: Gord McKay** Resolution No. 2018-27  
**Seconded by: Stewart Strathearn**

**That this Closed Meeting of the Human Resources Committee be adjourned at 3:04 p.m.; and**

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

**CARRIED.**

**6. Open Session:**

**a) Motions arising from closed session**

**i. Midland Bay Landing Board of Directors Recruitment**

**Moved by: Gord McKay** Resolution No. 2018-28  
**Seconded by: Stewart Strathearn**

**That Administration be directed to invite the Top 7 selected candidates as identified by the Human Resources Committee for interviews for the Midland Bay Landing Development Corporation Board of Directors.**  
**CARRIED.**

**ii. Labour Relations**

**Moved by: Gord McKay** Resolution No. 2018-29  
**Seconded by: Stewart Strathearn**

**That Administration be directed to meet with the respective collective bargaining units regarding negotiations, as directed by the Human Resources Committee.**  
**CARRIED.**

**7. 2019 Holiday Schedule**

The Director reviewed Report HR-HS 2018-04, 2019 Holiday Observances and Christmas Closure Schedule with the Committee, and responded to questions raised by Committee members.

It was then

**Moved by: Gord McKay** Resolution No. 2018-30  
**Seconded by: Stewart Strathearn**

**That Report HR-HS 2018-04 dated July 12, 2018 setting out the 2019 Holiday Observances and Christmas Closure Schedule be received; and**

**That the Town of Midland Municipal offices be closed on December 23, 2019 through January 1<sup>st</sup>, 2020, re-opening for regular business hours on Thursday, January 2, 2020.**  
**CARRIED.**

**8. Employee Recognition Policy**

The Director reviewed Report HR-HS 2018-05, Employee Recognition Policy with the Committee, and responded to questions raised by Committee members. It was then

**Moved by: Gord McKay**

Resolution No. 2018-31

**Seconded by: Stewart Strathearn**

**That Report HR-HS 2018-05 dated July 12, 2018 regarding the Town's Employee Recognition Policy be received; and**

**That the Draft Employee Recognition Policy be recommended to Council for consideration and adoption; and**

**That a Service Level Increase of \$10,000 for Employee Recognition be included as part of the annual Human Resources/Health and Safety Operating Budget for consideration by Council in 2019; and**

**That subject to the exigencies of the Town's service requirements, a two-hour closure of Town services be authorized on September 12, 2018 for an Employee Appreciation Celebration from 11:30 am through 1:30 pm ; and**

**That the 2018 Employee Appreciation Celebration budget of \$9,000 be funded from the 2018 CAO Organizational Transformation Budget.**

**CARRIED.**

**9. Other Business**

**10. Recruitment**

At the request of the Committee, the director reviewed the list of current positions and responded to questions raised by Committee members.

**11. Next Meeting**

September 13, 2018 at 2:00 pm.

12. **Adjournment:**

**Moved by: Gord McKay**

Resolution No. 2018-32

**Seconded by: Stewart Strathearn**

**That this Meeting of the Human Resources Committee with closed session be adjourned at 4:04 p.m.**

**CARRIED.**

Minutes approved September 13, 2018, Resolution No.2018-37.