Human Resources Committee Minutes

July 11, 2019
Township of Huron-Kinloss
21 Queen Street
Ripley ON N0G 2R0

Present
Mitch Twolan, Warden
Robert Buckle, Councillor
Luke Charbonneau, Councillor
Anne Eadie, Councillor
Steve Hammell, Councillor
Janice Jackson, Councillor
Milt McIver, Councillor
Chris Peabody, Councillor

Staff
Murray Clarke, Acting Chief
Administrative Officer
Marianne Nero, Director of Human
Resources
Bettyanne Cobean, Director of
Corporate Services
Grace Dawson, Interim Library
Director
Christine MacDonald, Director of
Human Services
Cathy McGirr, Director of Museum &
Cultural Services
Michael McKeage, Director of Health
Services
Miguel Pelletier, Director of
Transportation & Environmental
Services
Kara Van Myall, Director of Planning
& Development
Darlene Batte, Deputy Clerk
Donna Van Wyck, Clerk

1. Call to Order

The meeting was called to order at 12:10 p.m.

2. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.
3. Amendment to Agenda

Moved by Councillor Milt McIver
Seconded by Councillor Anne Eadie

That the Human Resources Committee Agenda dated July 11, 2019 be amended to add a closed meeting.

Carried

4. Action Items

a. Pay Process/Pay Date Change

Moved by Councillor Anne Eadie
Seconded by Councillor Steve Hammell

That the pay process and pay date change be approved effective June 13, 2019; and,

That staff be authorized to make the necessary amendments to pay periods and pay dates as outlined.

Carried

b. Human Resources Policies Up-dates

Moved by Councillor Luke Charbonneau
Seconded by Councillor Robert Buckle

That effective July 11, 2019 the policies listed in Appendix “A” be rescinded and the policies listed in Appendix “B” be approved.

Appendix A - Policies to be rescinded

<table>
<thead>
<tr>
<th>Policy</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>C8. Workplace Safety and Insurance</td>
<td>2003</td>
</tr>
<tr>
<td>E16. Information Systems</td>
<td>2004</td>
</tr>
<tr>
<td>E17. Disposal of Surplus IT</td>
<td>2005</td>
</tr>
</tbody>
</table>
Appendix B - Policies to be approved

<table>
<thead>
<tr>
<th>A6. Recognition of Service</th>
<th>Amended</th>
</tr>
</thead>
<tbody>
<tr>
<td>A7. Contract Employees</td>
<td>Amended</td>
</tr>
<tr>
<td>A9. Police Record Checks</td>
<td>Amended</td>
</tr>
<tr>
<td>C2. Paid Holidays</td>
<td>Amended</td>
</tr>
<tr>
<td>E4. Employee Complaints</td>
<td>Amended</td>
</tr>
<tr>
<td>E25. Workplace Health &amp; Wellness</td>
<td>New</td>
</tr>
</tbody>
</table>

Carried

5. **Closed Meeting**

Moved by Councillor Steve Hammell  
Seconded by Councillor Anne Eadie

That the Committee move into a closed meeting pursuant to Section 239 (2) (b) of the Municipal Act, as amended to discuss personal matters about an identifiable individual, including municipal or local board employees.

Carried

6. **Rise and Report**

Moved by Councillor Luke Charbonneau  
Seconded by Councillor Robert Buckle

That the Committee rise and report from the Closed meeting.

Carried

The Chair reported that staff were provided direction during the closed meeting.

7. **Act on Recommendations**

Moved by Councillor Steve Hammell  
Seconded by Councillor Anne Eadie

That in accordance with the Procedure By-law, staff be authorized and directed to give effect to the actions of the Human Resources Committee in respect of all resolutions passed during the July 11, 2019 meeting.

Carried
8. **Next Meeting**

The next meeting of the Human Resources Committee will take place on August 1, 2019 in the Council Chambers, County Administration Centre, Walkerton, Ontario.

9. **Adjournment**

That the meeting of the Human Resources Committee adjourn at 12:25 p.m.

_________________________
Warden Mitch Twolan, Chair
Human Resources Committee