



April 6, 2017
1:05 p.m.
Council Chambers
County Administration Centre, Walkerton

Present: Warden Mitch Twolan, (Chair)
Councillors Robert Buckle, Anne Eadie, Paul Eagleson, David Inglis, Janice Jackson and Mike Smith

Staff: Kelley Coulter, Chief Administrative Officer
Darlene Batte, Deputy Clerk
Marianne Nero, Director of Human Resources

Regrets: Councillor Milt McIver

1. Pecuniary Interest

There were no declarations of pecuniary interest.

2. Closed Meeting

Moved by Councillor Anne Eadie
Seconded by Councillor Robert Buckle

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

Carried

3. Rise and Report

Moved by Councillor Robert Buckle
Seconded by Councillor Janice Jackson

That the Committee rise and report from the closed meeting.

Carried

4. Reorganization of the Information Technology Division (ITS) of Corporate Services

Moved by Councillor Anne Eadie
Seconded by Councillor David Inglis

That Subdivisions of the Information Technology Services Division be created, named and rebranded to align with the nature of current and future work as follows:

That the 2nd Service Desk Analyst position, currently vacant, be redefined to a System Support Analyst position, reporting to the Lead of Infrastructure, Networks and Design, and begin with an internal recruitment process.

Carried

5. Reorganization of the Facilities Division of Corporate Services

Moved by Councillor Mike Smith
Seconded by Councillor Anne Eadie

That effective May 1, 2017 Mike Berberich be promoted to Environmental Services Supervisor, managing the operations of the Park Street and Cayley Street facilities; and,

That a part time (20 hours weekly) Maintenance Repair be recruited for the Park Street operations and a full time (35 hours weekly) be recruited for the Cayley Street operations.

Carried

6. Action Items

A. Statutory Holiday Pay - Highways

Moved by Councillor Anne Eadie
Seconded by Councillor Robert Buckle

That staff be directed to discontinue offering Winter Seasonal Highways Employees a minimum of four (4) hours for statutory holidays and recognize the Employment Standards Act calculations for payment of holidays.

Carried

B. HR Policy C12 - Percentage in Lieu

Moved by Councillor David Inglis
Seconded by Councillor Janice Jackson

That Policy C12 - In Lieu of Benefits, be rescinded.

Carried

C. Workplace Mental Health Program

The following staff joined the meeting for the Workplace Mental Health Program presentation: Emily Paterson, Eleanor MacEwen, John Van Delden, Christine MacDonald, Cathy McGirr, Charlie Young and Kara Van Myall.

**Moved by Councillor Anne Eadie
Seconded by Councillor Robert Buckle**

That the Workplace Mental Health Program (“WMHP”) be approved; and,

That the following policies related to workplace mental health be adopted:

- **HR Policy E1: Workplace Harassment Policy (up-dated)**
- **HR Policy E24: Mental Health and Safety Policy (newly created)**

Carried

7. Next Meeting

The next meeting of the Human Resources Committee will take place on Thursday, May 4, 2017 in the Council Chambers, County Administration Centre, Walkerton, Ontario.

8. Adjournment

**Moved by Councillor Anne Eadie
Seconded by Councillor Paul Eagleson**

That the meeting of the Human Resources Committee adjourns at 1:51 p.m.

Carried

**Warden Mitch Twolan, Chair
Human Resources Committee**