

Personnel Committee

Minutes

Date: Tuesday, October 27, 2020
Time: 4:00 pm
Location: Electronic meeting live streamed at:
<https://video.isilive.ca/tecumseh/live.html>.

Present:

Mayor, Gary McNamara
Deputy Mayor, Joe Bachetti
Councillor, Bill Altenhof
Councillor, Andrew Dowie
Councillor, Brian Houston
Councillor, Tania Jobin
Councillor, Rick Tonial

Also Present:

Chief Administrative Officer, Margaret Misek-Evans
Director Parks & Recreation Services, Paul Anthony
Director Public Works & Environmental Services, Phil Bartnik
Director Fire Services & Fire Chief, Wade Bondy
Director Information & Communication Services, Shaun Fuerth
Director Planning & Building Services, Brian Hillman
Director Financial Services & Chief Financial Officer, Tom Kitsos
Director Corporate Services & Clerk, Laura Moy
Deputy Clerk & Manager Legislative Services, Jennifer Alexander
Manager Strategic Initiatives, Lesley Reeves

A. Roll Call

B. Call to Order

The Chair calls the meeting to order at 4:00 pm.

C. Disclosure of Pecuniary Interest

There is no pecuniary interest declared by a Member of Council.

D. Delegations

1. Elizabeth Hill, Pesce & Associates

Re: Human Resources Service Delivery Review

Ms. Elizabeth Hill presents the Human Resources Service Delivery Review PowerPoint presentation as appended to the Agenda. She provides highlights of the Review including scope, stakeholder consultation, current state assessment, and future state recommendations. A summary of recommendations is discussed including strategic priorities, structure and staffing, services, process and technology.

The Chair opens the floor to questions from the committee.

The Mayor comments that the Town is growing and needs to address the issues with efficiencies and human resources. Discussion ensues over the volume of workload in the Corporate Services department and commends the current staff on the work they provide.

In response to an inquiry, the consultant explains the cost savings with the recommendation of obtaining a human resources consultant service versus a law firm.

E. Communications

There are no communications presented to the Committee.

F. Reports

1. CAO-2020-08 Human Resources Service Delivery Review

Director Information Technology & Communications, Shaun Fuerth, provides a visual of the Town Hall renovation under progress and explains the estimated timelines for completion. He also presents proposed changes to the floor plan to relocate the Human Resource Services in the CAO area of the building.

In response to an inquiry on staffing requirements, the CAO suggests a gradual phased approach as recommended in the Human Resources Service Delivery Review. The Corporate Manager position is anticipated to be filled by third quarter of 2021, with the Human Resources Coordinator position filled thereafter. She notes that staffing costs will be referred to the 2021 budget deliberations.

Members indicate acceptance for reducing their office space as indicated in the proposed revised layout of Town Hall. A request is made for continuance of a filing cabinet for Councillors. The Director indicates locked storage for Council's needs can be accommodated.

The Mayor requests that there be a computer available for Councillors when meeting with residents at Town Hall.

The Members thanks the Director for his efforts with the ongoing Town Hall renovations.

Motion: PC - 01/20

Moved By Councillor Brian Houston

Seconded By Mayor Gary McNamara

That Report CAO-2020-08, Human Resources Service Delivery Review, **be received.**

And that Administration **be authorized** to phase-in implementation of the future state recommendations contained in the report, by Pesce & Associates, subject to deliberations on the 2021 Budget.

And further that the financial considerations associated with implementation of the future state recommendations outlined herein **be referred** to the 2021 Budget process.

Carried

Motion: PC - 02/20

Moved By Councillor Rick Toniai

Seconded By Councillor Tania Jobin

That the revised Town Hall floor plan presented to the members, **be approved**

Carried

G. Unfinished Business

There is no unfinished business presented to the Committee.

H. New Business

There is no new business presented to the Committee.

I. Next Meeting

The next meeting will be upon the call of the Chair.

J. Adjournment

Motion: PC - 03/20

Moved By Councillor Bill Altenhof

Seconded By Mayor Gary McNamara

That there being no further business, the Tuesday, October 27, 2020 meeting of the Personnel Committee Meeting **be adjourned** at 5:08 pm.

Carried

Joe Bachetti, Deputy Mayor

Laura Moy, Clerk