

Personnel Standing Committee

Minutes

Date: Tuesday, August 13, 2024
Time: 5:30 pm
Location: Tecumseh Town Hall - Council Chambers
917 Lesperance Road
Tecumseh, Ontario N8N 1W9

Present:

Deputy Mayor, Joe Bachetti
Councillor, James Dorner
Councillor, Alicia Higgison
Councillor, Brian Houston
Councillor, Tania Jobin
Mayor, Gary McNamara
Councillor, Rick Tonial

Also Present:

Chief Administrative Officer, Margaret Misek-Evans
Deputy Clerk & Manager Legislative Services, Jennifer Alexander
Deputy Clerk - Clerks Services & Policy Advisor, Christina Hebert
Director People & Culture, Michelle Drouillard
People & Culture Advisor, Amanda Schram

A. Roll Call

B. Call to Order

The Chair calls the meeting to order at 5:30 pm.

C. Land Acknowledgement

We acknowledge that we are on land and surrounded by water, originally inhabited by Indigenous Peoples who have travelled this area since time immemorial. This territory is within the lands honoured by the Wampum Treaties; agreements between the Anishinaabe, Haudenosaunee, Leni Lenape and allied Nations to peacefully share and care for the resources around the Great Lakes. Specifically, we would like to acknowledge the presence of the Three Fires Confederacy Ojibwe, Odawa, Potawatomi and Huron/Wendat Peoples. We are dedicated to honouring Indigenous history and culture while remaining committed to moving forward respectfully with all First Nations, Inuit and Métis.

D. Disclosure of Pecuniary Interest

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

E. Delegations

There are no delegations presented to the Committee.

F. Communications

There are no Communication items presented to the Committee.

G. Reports

1. CAO-PC-2024-07 Progressive Discipline Policy

The Director People & Culture outlines the revisions to the policy including language, revised procedures and guidance for all employees. The Chair opens the floor to questions from the Members.

In response to an inquiry on reviewing policies, the Director advises that a master list of the Town's policies has been developed and that best practice are to review these policies every 3 to 5 years.

Motion: PC - 10/24

Moved By Mayor Gary McNamara
Seconded By Councillor Alicia Higgison

That Report CAO-PC-2024-07 entitled "Progressive Discipline Policy Update" **be received**;

And that the revisions in Attachment 1 to Report CAO-PC-2024-07 "Progressive Discipline Policy Update" **be recommended** by the Personnel Committee for **approval** by Council at the September 10, 2024 Regular Council Meeting.

Carried

2. CAO-PC-2024-08 Conflict of Interest Policy

The People & Culture Advisor provides an overview of the new Conflict of Interest policy for employees. The Chair opens the floor to questions from the Members.

In response to an inquiry on a perceived conflict of interest with an employee, the Director advises that an employee should advise their supervisor if there is a perceived conflict of interest to make them aware and to discuss the work preformed and set parameters if necessary.

Motion: PC - 11/24

Moved By Councillor Rick Toniai
Seconded By Councillor Tania Jobin

That Report CAO-PC-2024-08 entitled "Conflict of Interest Policy" **be received**;

And that Attachment 1 to Report CAO-PC-2024-08 Conflict of Interest Policy **be recommended** by the Personnel Committee for **approval** by Council at the September 10, 2024 Regular Council Meeting.

Carried

3. CAO-PC-2024-09 Employee Code of Conduct & Ethics Policy

The Director highlights the Policy as appended on the agenda. She advises that the Town does not have a specific employee code of conduct in place however the Town does have an employee rules of conduct which was adopted in early 2000. This new policy incorporated the employees' rules of conduct and updated additional measures such as cyber security, social media, health and safety and human rights to be compliant with various legislations.

The Chair opens the floor for questions from the Members.

Member inquires on when a complaint is received and the process of investigation. The Director advised on the measures and discretion used for when complaints on this policy are received. She advises that there will be staff training commencing this fall on the policies presented at this meeting.

Motion: PC - 12/24

Moved By Councillor James Dorner

Seconded By Councillor Rick Tonial

That Report CAO-PC-2024-09 entitled "Employee Code of Conduct and Ethics" **be received**;

And that Attachment 1 to Report CA-PC-2024-09 "Employee Code of Conduct and Ethics" **be recommended** by the Personnel Committee for **approval** by Council at the September 10, 2024 Regular Council Meeting.

And further that Council **delegate authority** to the Director of People & Culture and Chief Administrative Officer to regularly review and, if applicable, revise the Employee Code of Conduct, with any significant amendments to be reported to Council for information.

Carried

4. LCS-2024-14 Records Management Specialist

The Deputy Clerk - Clerk Services & Policy Advisor provides an update on the Records Management Specialist as appended on the agenda.

Motion: PC - 13/24

Moved By Councillor Rick Tonial
Seconded By Councillor Brian Houston

That Report LCS-2024-14 entitled "Records Management Specialist" **be received**;

And that the recommended revised associated pay for the Records Management Specialist position, as outlined in the Report, **be approved**.

Carried

H. New Business

The Director People & Culture advises on the status of the Request for Proposal for the Town's Group Benefits Broker. She announced that National Financial Partners Corporation (NFP) has been selected. NFP services will commence with the Town beginning September 3, 2024.

Motion: PC - 14/24

Moved By Mayor Gary McNamara
Seconded By Councillor Alicia Higgison

That the verbal report regarding the Town Group Benefits Broker from the Director People & Culture **be received**.

Carried

I. Adjournment

Motion: PC - 15/24

Moved By Mayor Gary McNamara
Seconded By Councillor James Dorner

That there being no further business, the Tuesday, August 13, 2024 meeting of the Personnel Committee Meeting be adjourned at 6:06 pm.

Carried

Joe Bachetti, Deputy Mayor

Robert Auger, Clerk