

## Minutes of the Human Resource Committee Meeting

**June 28, 2022, 2:30 PM**

**Electronic Meeting Site**

**Present:**                    **Deputy Mayor - Karl Moher**  
                                  **Councillor at Large - Thomas Watt**  
                                  **Councillor, Dummer Ward - Shelagh Landsmann**  
                                  **Councillor, Douro Ward - Heather Watson**

**Members Absent:**    **Mayor - J. Murray Jones**

**Staff Present:**        **CAO - Elana Arthurs**  
                                  **Deputy Clerk - Martina Chait-Hartwig**

1.    Call to Order

With a quorum of the Committee being present, the Chair called the meeting to order at 2:37 pm.

2.    Disclosure of Pecuniary Interest:

The Chair reminded members of Committee of their obligation to declare any pecuniary interest they might have. None were declared.

3.    Adoption of Agenda: June 28, 2022

Resolution:

Moved By: Thomas Watt

Seconded By: Shelagh Landsmann

That the agenda for the Human Resource Committee Meeting, dated June 28, 2022, be adopted, as circulated. Carried

4.    Adoption of Minutes: March 29, 2022

Resolution:

Moved By: Karl Moher

Seconded By: Thomas Watt

That the amended Minutes from the Human Resource Committee Meeting, held on March 29, 2022, be received and adopted, as circulated. Carried

5. Business arising out of previous minutes: None

6. Other Business and Reports:

6.1 Draft Township of Douro-Dummer Human Resource Policy Manual  
Resolution:

Moved By: Shelagh Landsmann

Seconded By: Thomas Watt

That the Draft Township of Douro-Dummer Human Resource Policy Manual be approved and added the Township Policy Manual.

Carried

6.2 IT Services Contract, C.A.O.-2022-16

Resolution:

Moved By: Shelagh Landsmann

Seconded By: Karl Moher

That the report, dated June 28, 2022 regarding IT Services Contract be received for information and that CAO Elana Arthurs be requested to bring more information forward.

Carried

6.3 Update regarding Township of Douro-Dummer Mandatory Vaccination Policy

Resolution:

Moved By: Karl Moher

Seconded By: Shelagh Landsmann

That the update regarding Township of Douro-Dummer Mandatory Vaccination Policy be received and that Dr. Thomas Piggott be requested to attend a Council meeting to discuss the issue with Council and provide an update regarding Covid-19.

Carried

6.4 Verbal Update - Performance Appraisal Program

Resolution:

Moved By: Shelagh Landsmann

Seconded By: Karl Moher

That the verbal update from CAO, Elana Arthurs regarding the Performance Appraisal Program be received and that staff report back to the Human Resources Committee with a proposed CAO performance review program. Carried

7. Closed Session: Section 239 (2) of the Municipal Act, 2001, S.O. 2001, c. 25, (b) personal matters about identifiable individuals, including municipal or local board employees (Personnel Matters);

Resolution:

Moved By: Karl Moher

Seconded By: Thomas Watt

That the Committee enter into Closed session for Section 239 (2) of the Municipal Act, 2001, S.O. 2001, c.25, (b) personal matters about identifiable individuals, including municipal or local board employees (Personnel Matters) at 3:21 p.m. Carried

8. Rise from closed session with or without report:

Resolution:

Moved By: Thomas Watt

Seconded By: Shelagh Landsmann

That the Committee resume in open session without a report. (3:54 p.m.) Carried

9. Adjournment

Resolution:

Moved By: Shelagh Landsmann

Seconded By: Karl Moher

That the meeting adjourn at 3:54 p.m.

Carried

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Chair, Heather Watson

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Acting Clerk, Martina Chait-Hartwig