



**Human Resources Committee  
ORDERS OF THE DAY**

**Tuesday, September 5, 2023, 11:00 a.m.**

**Council Chambers**

**450 Sunset Drive**

**St. Thomas ON**

**NOTE FOR MEMBERS OF THE PUBLIC:**

This meeting will not be livestreamed. Minutes will be posted to the Elgin County website following the meeting.

Accessible formats available upon request.

---

	<b>Pages</b>
1. CALL TO ORDER	
2. APPROVAL OF AGENDA	
3. ADOPTION OF MINUTES	2
4. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF	
5. DELEGATIONS	
6. REPORTS/BRIEFINGS	
7. OTHER BUSINESS	
8. CORRESPONDENCE	
9. CLOSED MEETING ITEMS	
9.1 Closed Meeting Minutes - August 18, 2023	
9.2 Chief Administrative Officer & Recruiter - CAO Recruitment Municipal Act Section 239(2) (b) personal matters about an identifiable individual, including municipal or local board employees; and (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.	
10. MOTION TO RISE AND REPORT	
11. DATE OF NEXT MEETING	
12. ADJOURNMENT	



**HUMAN RESOURCES COMMITTEE  
MINUTES**

**August 18, 2023, 10:00 a.m.  
Council Chambers  
450 Sunset Drive  
St. Thomas ON**

Members Present: Warden Ed Ketchabaw, Chair (Committee Member)  
Councillor Mark Widner (Committee Member)  
Councillor Andrew Sloan (Committee Member)  
Deputy Warden Grant Jones (Committee Member)  
Councillor Richard Leatham  
Councillor Mike Hentz (virtual)

Staff Present: Stefanie Heide, Legislative Services Coordinator  
Don Shropshire, Chief Administrative Officer/Clerk

---

**1. CALL TO ORDER**

The meeting was called to order at 10:01 am with Warden Ketchabaw in the Chair.

**2. APPROVAL OF AGENDA**

Moved by: Councillor Sloan  
Seconded by: Councillor Widner

RESOLVED THAT the agenda for the August 18, 2023 meeting be approved as presented.

Motion Carried.

**3. ADOPTION OF MINUTES**

Moved by: Deputy Warden Jones  
Seconded by: Councillor Sloan

RESOLVED THAT the minutes from the meeting held on August 3, 2023 be adopted.

Motion Carried.

**4. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

None.

**5. DELEGATIONS**

None.

**6. REPORTS/BRIEFINGS**

None.

**7. OTHER BUSINESS**

None.

**8. CORRESPONDENCE**

None.

**9. CLOSED MEETING ITEMS**

Moved by: Deputy Warden Jones

Seconded by: Councillor Sloan

RESOLVED THAT we do now proceed into closed meeting session in accordance with the Municipal Act to discuss the following matters under Municipal Act Section 239 (2):

Closed Meeting Item #1 - Closed Meeting Minutes - August 3, 2023

Closed Meeting Item #2 - CAO Recruitment

(b) personal matters about an identifiable individual, including municipal or local board employees; and (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Motion Carried.

**9.1 Closed Meeting Minutes - August 3, 2023**

**9.2 Chief Administrative Officer & Recruiter - CAO Recruitment**

**10. MOTION TO RISE AND REPORT**

Moved by: Deputy Warden Jones

Seconded by: Councillor Sloan

RESOLVED THAT we do now rise and report.

Motion Carried.

Closed Meeting Item #1 - Closed Meeting Minutes - August 3, 2023

Moved by: Councillor Widner  
Seconded by: Councillor Sloan

RESOLVED THAT the Closed Meeting Minutes from the August 3, 2023 meeting be adopted.

Motion Carried.

Closed Meeting Item #2 - CAO Recruitment

Moved by: Deputy Warden Jones  
Seconded by: Councillor Sloan

RESOLVED THAT the confidential report be received and filed.

Motion Carried.

**11. DATE OF NEXT MEETING**

The Human Resources Committee will meet again on September 5, 2023 at 11:00 a.m.

**12. ADJOURNMENT**

Moved by: Councillor Sloan  
Seconded by: Councillor Widner

RESOLVED THAT we do now adjourn at 11:23 a.m. to meet again on September 5, 2023 at 11:00 a.m.

Motion Carried.

---

Don Shropshire,  
Chief Administrative Officer/Clerk.

---

Warden Ed Ketchabaw,  
Chair.