

January 12, 2010

HUMAN RESOURCES & ADMINISTRATION COMMITTEE MEETING

MINUTES:

On Tuesday January 12, 2010, a meeting was held by the HR and the Administration Committee members.

Present:

Chair – Randy Jessup, Councillor J. Dumas, Councillor B. Ogilvie Mayor P. Bresnahan, and Clerk-Treasurer, Harold Luckasavitch.

The meeting was called to order at 9:10 a.m. by Chair Randy Jessup.

Moved by: J. Dumas

Seconded by: B. Ogilvie

“To adopt the Agenda as circulated and prepared for the Committee Meeting of January 12th.

-Carried-

Minutes of the November 25th, meeting to be deferred to the next meeting.

-Carried-

Old Business:

- Review Hiring Policy.
- Draft Policies of the following to be dealt with at the January 20th, meeting in the following order- # 1 Pay Grid, # 2 Performance Management, # 3 Hiring, # 4 By-Law # 05-229.

New Business:

- Discussion took place regarding the size of the committee – Councillor Ogilvie agreed to step down from the committee. It was also agreed that Administrative
- Assistant Carla Gatley and Works Superintendent join the committee.
- Committee also agreed that the Clerk review all previously passed by-laws, if changes are required to conduct a list for committee.

Schedule next committee meeting – February 2nd, 2010 at 9:00 a.m.

Topics:

Deal with agenda and criteria for dealing with each employee on a one to one interview.

Review By-Law # 08-311 Procedures of Council.

Finalize By-Law 05-229

Review By-Law 01-143 regarding – In Camera Meetings.

Review changes on Fees for Service By-Law

Septic – Replacement of Tank - \$200.00

File Search - \$50.00

Permit Renewal - \$100.00

Refund Application – 80%

Plan Review – 50%

When draft by-law complete, copies to be sent directly to Council for consideration of passing along with administration fee changes previously agreed by the committee.

Moved by: B. Ogilvie

Seconded by: J. Dumas

“To adjourn the committee meeting of January 12th, at 1:30 p.m.”

-Carried-

Signed By:_____