

June 16, 2009

HUMAN RESOURCES & ADMINISTRATION COMMITTEE MEETING
MINUTES

On Tuesday June 16th, 2009, a meeting was held by the HR and the Administration Committee members.

Present:

Councillor's - Jane Dumas, Randy Jessup, Bob Ogilvie and Mayor Bresnahan

Staff Present: Clerk – Harold Luckasavitch

The meeting was called to order at 10:20 a.m. by the Chair-Randy Jessup.

Amendments to the agenda. – Performance Appraisals, deferred.

Additions – Organization Chart, discussion on proposed meetings with employees,

Closed Session – requested by Mayor Bresnahan

Moved by: R. Ogilvie Seconded by: J. Dumas

To adopt the Agenda as circulated and amended for the meeting of June 16, 2009.

Pecuniary Interest – none

Moved by: P. Bresnahan Seconded by: B. Ogilvie

To move into a closed session at 10:28 a.m.

Moved by: B. Ogilvie Seconded by: J. Dumas

To adjourn the closed session at 10:45 a.m.

Moved by: B. Ogilvie Seconded by: J. Dumas

To adopt the minutes of the May 19, 2009 meeting with amendments.

Business arising from the minutes – defer Schedule –A & C.

Discussion took place on the Organization Chart – only change to be made was to continue the solid line to CEMC Brian Ackney.

Discussion took place regarding individual Councillors making decisions without the consensus of the majority of Council.

Discussion took place regarding CEMC alternate as no applications were received for the position. – may have to appoint a member of staff.

Discussion on management meetings – try to arrange for Monday morning of each week.

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Moved by: P. Bresnahan Seconded by: J. Dumas

To present Council with the Organization Chart with the amendment.

Letter from Emond Harnden - regarding overtime- The HR Committee would like to see overtime reduced, also suggesting to cancel the option of accumulating overtime for time off.

It was recommended by the Committee that a resolution be prepared for the next HR meeting to address overtime.

It was also recommended by the Committee to have a resolution prepared for passing of the Employee Substance Abuse Policy and the First Aid Policy and also arrange first aid training.

Discussion took place regarding By-Law 08-311 on Schedule A, B, & C. It was recommended to delete Schedule B, and replace it with the following “that monthly audit statements be presented to Council once per month”.

Job descriptions were discussed – Jessup suggested that once the descriptions have been completed and signed by the individuals that meetings should be arranged with each employee.

Next HR meeting scheduled for July 7th, at this meeting the following will be on the agenda -

- Job Performance Appraisals
- Job Description Staff
- Fees & Service

Moved by: B. Ogilvie Seconded by: R. Jessup

To adjourn the meeting of June 16, 2009 at 1:50 p.m.

Randy Jessup - Chair