November 25, 2008

HUMAN RESOURCES & ADMINISTRATION COMMITTEE MEETING - MINUTES

On Wednesday, November 25th, 2008 HR Committee held a Meeting.

Present:

Council:	Councillor Randy Jessup	Staff:	Clerk, Harold Luckasavitch
	Councillor Jane Dumas		Office Asst, Elaine Peacock

Regrets: Mayor, Percy Bresnahan, Councillor Robert Ogilvie

1) Call to Order – 10:08 a.m.

2) Additions/Amendments to Agenda
   - Meetings – Discussed item (see Item 7)
   - Correction to date of minutes to be approved

3) Motion to Adopt Agenda as amended – J. Dumas, Seconded – H. Luckasavitch

4) No pecuniary interest identified

5) Motion to Adopt Minutes of November 4th, 2008 meeting – J. Dumas, Seconded – H. Luckasavitch

6) Business Arising from Minutes/Unfinished Business from Previous Meeting
   - Fire Fighter Licensing
     - Discussed. MTO to confirmation Regulation still current. Elaine to revise memos
   - Employee Health and Safety Representative
     - Discussed training from last meeting. First Aid training for every employee may be available through EMS. Approval for staff to proceed once a trainer can be secured? Yes
   - Police Check Requirement for Fire Fighters
     - Contacted OPP, no expedited process. Fire Depts have been advised this is coming
   - Job Descriptions – Janitor, Fire Department and Rink Attendant (as revised)
     - Discussed. Resolution to be prepared for Council approval. Works and Admin descriptions to be reviewed further. G Dunn to be invited to next meeting.
   - Employee Issue from July 2008
     - Discussed. Resolution not presented last meeting, will be at upcoming Council meeting.
   - Presentations/Training Audio Visual Needs
     - Laptop and LCD projector purchased. Demonstration.
   - Group Meetings
     - Discussed potential dates and number of sessions. Target date to be discussed with G Dunn

7) New Business
   - Hiring Policy
     - Discussed. Copy of policy to be issued to Committee members for complete review.

8) Next proposed meeting date: TBD

9) Meeting was adjourned at 12:45 p.m.

Randy Jessup, Chair _____