

September 3, 2008

**HUMAN RESOURCES & ADMINISTRATION COMMITTEE MEETING - MINUTES**

On Wednesday, September 3<sup>rd</sup>, 2008 HR Committee held a Meeting.

**Present:**

Council:	Councillor Randy Jessup	Staff:	Clerk, Harold Luckasavitch
	Councillor Robert Ogilvie		Office Asst, Elaine Peacock
	Councillor Jane Dumas (alternate)		

Regrets: Mayor, Percy Bresnahan

- 1) Call to Order – 10:00 a.m.
- 2) Additions/Amendments to Agenda
  - Add Alcohol & Drug Use Policy to New Business – deferred to next meeting
- 3) Motion to Adopt Agenda – R. Ogilvie, Seconded – J. Dumas
- 4) No pecuniary interest identified
- 5) Motion to Adopt Minutes of July 29, 2008 meeting – J. Dumas, Seconded – R. Ogilvie
- 6) Business Arising from Minutes
  - Meeting with employees
    - Discussed timing of these meetings as job descriptions are outstanding given the changes identified by the Committee at the last meeting
    - Meetings to roll out job descriptions will be held separately from individual meetings
- 7) Unfinished Business from Previous Meeting
  - Job Descriptions
    - Most are complete - Finalizing Works and Fire Depts
    - This is a priority – Elaine and Hal will contact other Townships for drafts to benchmark job descriptions for Fire Dept etc.
  - Organizational Chart
    - Recommending keeping this document with the Councillor Committee Information
    - Will make a resolution to Council to adopt the Org Chart with the understanding it will be amended as employee changes occur
  - Draft Memo
    - Remove job description review and the intro to the HR Committee members as this will now be done in group meetings
    - Include HR Committee members names on the memo
    - Individual meetings will be held at the Seniors Complex
    - Purpose of the meeting will include an Open Forum for employees to share potential improvements and efficiencies for the Township
    - One Council member and one Staff member will conduct each individual meeting
    - Split the meetings up to save time and fire fighters will be met with as a group at one of the Fire meetings
  - Self-Evaluation Checklist/Declaration
    - Change title to Contractor Evaluation Checklist/Declaration
    - Other minor changes to be made by Elaine

8) Dispute Resolution Policy

- Elaine explained the process and timing as drafted in the policy
- Change to timelines to shorten process
- Complaints that reach Step 3 cannot be withdrawn
- Elaine will make the changes to the policy and re-issue it to the Committee via email

Meeting adjourned at 11:55a.m.

Meeting reconvened at 12:05 p.m.

- Return to Work Policy
  - Some minor changes
  - Elaine will make the changes to the policy, not necessary to re-issue

9) Meeting date to be determined at Council meeting

10) Motion to adjourn – R. Ogilvie, Seconded by J. Dumas at 12:35 p.m.

Randy Jessup, Chair \_\_\_\_\_