

PERSONNEL, FINANCE, SOCIAL DEVELOPMENT & ADMINISTRATION
Monday, December 19, 2011 at 12:00 p.m.
REPORT

PRESENT: Deputy Mayor Verna Flett
 Councilor Heather Botelho
 Gail Hodkin, Chief Financial Officer
 Albert Meijeirng, Chief Administration Officer

ALSO PRESENT:

1. CALL TO ORDER

Deputy Mayor Verna Flett called the meeting to order at 12:04 p.m.

2. APPROVAL OF AGENDA

The agenda was approved as presented

3. DEPARTMENTAL REPORTS, CORRESPONDENCE AND/OR PRESENTATIONS

3.1 Approval of the accounts for the month ending November 2011

The accounts for the Town for period ending November 2011 were reviewed and the following items were noted:

Cheque # 029871	Newton Enterprises	Water System Upgrade
Cheque # 029815	Hyskas Insurance	Equipment Licensing
Cheque # 029882	Lombard North	Walking Trail (Recoverable)
Cheque # 029883	Taylor McAfferey	Legal Representation
Cheque # 029935	Ed Struzik	PBA Book (recoverable)
Cheque # 029704	Bear Den B&B.	Mediator Accommodations
Cheque #029552	North Star Tours	Recycling Open House

There was discussion about the payment to Newton Enterprises. The CFO stated it was for the Water System upgrade project

There was discussion about the payment to Hyskas Insurance. The CFO stated it was for the equipment and vehicle insurance

There was discussion about the cheque to Lombard North was part of the Walking Trail project and that this is recoverable from the Mitigation Trust fund as this was an approved project through that fund.

There was discussion about the Taylor McAfferey payment. The CFO stated that this was the payment for the labor relations legal advice for the year.

There was discussion about the payment to Ed Struzik. The CFO indicated that he was the author of the Polar Bear Alert Book and this was the first installment of monies owed to Author the book. The monies have been collected and held in an account with the Town for payout.

There was discussion about the payment to Bear\$ Den B & B, this was for accommodations for the mediator and legal representation for the grievance mediation.

There was discussion about the cheque to North Star Tours, this was payment for transportation services for the Recycling Center Open House.

3.2 Healthcare

There was discussion regarding a letter that was sent to Via Rail from the RHA expressing their concerns in regards to the hot meal service being discontinued in the off season.

3.3 Education

There was a discussion regarding the education that staff is participating in. At the present, Administration is working on arranging WHIMIS training for all staff.

3.4 Churchill Public Library

The Library has now received their 2010 Audited Financial Statements.

3.5 Contracts

The CAO indicated there are no new contracts for discussion at this time.

3.6 Leases

The CAO stated that Administration is working with MIT to move forward on new lease agreements with the RHA and the school.

3.7 Tender Bids

A draft policy was presented for review and recommendations for improvement. There was a discussion on changes that could be implemented and brought forward once complete at the next meeting.

ACTION: Administration to make changes to the draft proposal for a policy on tender bids and present at the next meeting.

4. NEW BUSINESS

4.1 Travel Expenses

There was a discussion regarding current travel expenses reimbursement and per Diems.

ACTION: Administration to look into current travel expense benefits and per diems and make recommendations on expense costs.

4.2 Telejustice

There was discussion regarding the Telejustice system in effect at Cross Lake and if something could be done for Churchill. Administration to contact Cross Lake to get information on the Telejustice system in place there.

ACTION: Administration to contact Cross Lake and get more information on their Telejustice program for implementation in Churchill.

4.3 EMO Update

There was discussion regarding the EMO meeting that was held on December 15, 2011. The meeting was to establish an EMO committee and communications group. The participants were asked to put together a contact list of personnel from each of their organizations as well as a list of resources to share with everyone. The mandate of the Committee is to put together an updates EMO plan by March of 2012 with the Province being invited to present a training session and an EMO exercise at that time.

4.4 Sale of Lot on Kelsey Blvd.

There was a discussion regarding the purchase of lot # 20 on Kelsey Boulevard.

RECOMMEND TO COUNCIL FOR APPROVAL

4.5 Borrowing Resolution

There was a discussion regarding the requirement for a borrowing resolution. This resolution is done each year.

RECOMMEND TO COUNCIL FOR APPROVAL

5. OLD BUSINESS

5.1 Policy Review

There was a discussion regarding the establishment of Administration Spending limits to aid in the process of purchasing of materials for the Town. Administration to bring forward recommendations made previously and review for presentation to Council.

DEFERRED TO NEXT PSFD&A Meeting

5.2 Tender Bids

A draft proposal was presented for review. Changes were recommended and the policy to be updated for next PFSD & A meeting.

RECOMMEND TO COUNCIL FOR DISCUSSION

5.3 Town of Churchill Scholarship

There was discussion regarding the setup of a Town of Churchill Scholarship Fund for graduating students. Administration to review and look into policies and criteria for the disbursement of a scholarship. There was also discussion of reviving an old existing scholarship for this purpose. The CFO is working with Mr. Kinden on this avenue and will provide an update at the next PFSD & A meeting in January.

DEFERRED TO NEXT PSFD&A Meeting

6. IN CAMERA

6.1 The committee moved into an in-camera session at 12:35 p.m.

6.2 The committee adjourned the in-camera session at 12:50 p.m.

7. NEXT MEETING

7.1 January 16, 2012

8. ADJOURNMENT

8.1 The meeting adjourned at 12:50 p.m.