

PERSONNEL, FINANCE, SOCIAL DEVELOPMENT & ADMINISTRATION
Monday, October 24, 2011 at 12:00 p.m.
REPORT

PRESENT: Deputy Mayor Verna Flett
 Councillor Heather Botelho
 Tom Hill, Acting Chief Administrative Officer
 Gail Hodkin, Chief Financial Officer
 Jennifer Merry, Executive Assistant

ALSO PRESENT: Louise Lawrie

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 with the additions of (4.5 Christmas Party, 5.4 Dinner with previous council)

3. DEPARTMENTAL REPORTS, CORRESPONDENCE AND/OR PRESENTATIONS

3.1 Approval of the accounts for the month ending September 2011

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

Cheque # 029574	IR Bukowsky LTD.	Management Fees
Cheque # 029611	Fredlund Grant	Repairs at L5
Cheque # 029613	Churchill Taxi	Employee training at Rocket Range
Cheque # 029629	Jeff Jackson	Final Payment
Cheque # 029669	Windsnorth Construction	Arena Painting
Cheque # 029704	IR Bukowsky LTD.	Rocket Range clean up, Waste Management, Arm Committee

Councillor Botelho inquired about the payment to IR Bukowsky LTD. The CFO stated it was for the waste management fees.

Councillor Botelho inquired about the payment to Grant Fredlund. The CFO stated it was for the welding done at Utility plants.

Councillor Botelho inquired about the payment to Churchill Taxi. The CFO stated that the payment was for driving the employees who were taking the training at the Rocket Range.

Deputy Mayor Flett inquired about the Jeff Jackson payment. The CFO stated it was for the final payment to the playground project.

Councillor Botelho inquired about the payment to Windsnorth Construction. The CFO stated that it was for the Arena Painting.

Councillor Botelho inquired about the payment to IR Burkowsky. The CFO stated that it was for three different areas of work done which will be partly recoverable.

3.2 Healthcare

The Acting CAO stated there is nothing new to report.

3.3 Education

There was a discussion regarding the education that staff is participating in.

3.4 Churchill Public Library

There was nothing to report.

3.5 Contracts

The acting CAO stated there are no new contracts for discussion.

3.6 Leases

The acting CAO stated there are no discussions pertaining to leases.

3.7 Tender Bids

Councillor Botelho asked if there was a current policy and procedure regarding Tender bids and how they are announced to the public. The acting CAO will discuss with the CAO and let council know what the procedure is.

ACTION: CAO to brief council on the procedures that are followed regarding tender bids.

3.8 Committee Agendas

Councillor Botelho stated that on the regular committee agendas the item %standing items+should be added to all agendas.

RECOMMEND TO COUNCIL FOR APPROVAL

4. NEW BUSINESS

4.1 Town of Churchill Scholarship

There was a discussion regarding creating a scholarship for students from the Town of Churchill.

ACTION: Administration to gather information from surrounding communities and the CRHA.

4.2 Community/Council Chat – New Initiatives

Councillor Botelho stated that she had a discussion with a Thompson Councillor in regards to there %peak up event+which is an event where any members of the city could meet with the Mayor and Council and voice there concerns.

ACTION: Administration to gather more information on the event and bring to Council.

RECOMMEND TO COUNCIL FOR APPROVAL

4.3 CMMA Courses for Councillors

It was stated by Councillor Botelho that Councillor Massan found information that the Councillors can register in these courses as well.

DEFERRED TO NEXT PSFD&A Meeting in November 2011

4.4 Purchase of Wreath

There was a discussion regarding the purchase of the wreath.

RECOMMEND TO COUNCIL FOR APPROVAL

4.5 Christmas Party

There was a discussion regarding the Town of Churchill & Union Annual Christmas Party. December 2nd, 2011 was brought as a date to have it.

ACTION: Administration to contact the Union and start making plans for the party.

5. OLD BUSINESS**5.1 Employee Recognition Program**

There was a discussion regarding the Employee Recognition Program, Bright Ideas, and the Employee of the Month.

DEFERRED TO NEXT PSFD&A Meeting in November 2011

5.2 Policy Review – Anti Harassment Policy & Benefits Enrollment

Councillor Botelho stated that she reviewed the policy but has some questions for the CAO.

RECOMMEND TO COUNCIL FOR DISCUSSION

5.3 VIA – Suspension of Hot Meal Service

It was stated that a letter was suppose to go to VIA Rail.

DEFERRED TO NEXT PSFD&A Meeting in November 2011

5.4 Dinner with previous Council

There was a discussion regarding dinner with the previous Council. It was recommended that November 4th, 2011 be the date.

RECOMMENDED TO COUNCIL FOR APPROVAL

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 12:45 p.m.

7. NEXT MEETING

7.1 November

8. ADJOURNMENT

8.1 The meeting adjourned at 12:46 p.m.