

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

PRESENT: Deputy Mayor Verna Flett
 Councillor Heather Botelho
 Albert Meijering, Chief Administrative Officer
 Gail Hodkin, Chief Financial Officer
 Rebecca Allen, Executive Assistant

ALSO PRESENT: Tom Hill, Facility Manager
 Sean Kernaghan
 Steve Gould
 Louise Lawrie

1. CALL TO ORDER

Deputy Mayor Verna Flett called the meeting to order at 12:01 p.m.

2. APPROVAL OF AGENDA

The agenda was approved with the addition of (5.6) Town of Churchill Council History, & (6.3) Community Concerns regarding groceries

3. IN CAMERA

3.1 The committee moved into an in-camera session at 12:02 p.m.

3.2 The committee adjourned the in-camera session at 12:21 p.m.

4. DEPARTMENTAL REPORTS, CORRESPONDENCE AND/OR PRESENTATIONS

4.1 Approval of the accounts for the month ending August 2011

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

Cheque # 029435	Royal Bank Visa Payment Centre	Visa Statement
Cheque # 029475	Zantek Information Technology	New Computer Server
Cheque # 029513	Hotsy Central	Nozzle for steamer
Cheque # 029524	Everything's Electric	Wiring of L5 & Transfer Switch
Cheque # 029546	Merv's Excavating	Material for asphaltting
Cheque # 029561	People First HR Services	Hiring of Les Kisser

Deputy Mayor Flett inquired about the VISA Statement. The committee would like to have a copy so they are able to refer to the charges.

Deputy Mayor Flett inquired about the payment to Zantek Information Technology. The CAO stated that this is for the new server that was budgeted in the 2011 Financial Plan.

Deputy Mayor Flett inquired about the payment to Hotsy Central. The CAO stated that this is for a nozzle for the steamer.

Deputy Mayor Flett inquired about the payment to Everything's Electric. The CAO stated that this is for the wiring of L5 and the replacement of a transfer switch. The cost is recoverable through the REDI Fund for L5 and Manitoba Hydro for the transfer switch.

Councilor Botelho inquired about the payment to Merv's Excavating. The CAO stated this is for the material for the preparing of asphalt to pave the roads.

Councilor Botelho inquired about the payment to People First HR Services. The CAO stated that this is the final payment that is for the hiring of Les Kissner that was not paid until now.

4.2 Healthcare

The CAO stated that the CRHA will be having their AGM on September 14th.

4.3 Education

The CAO stated that the Executive Assistant, CFO, and the CAO are all registered in courses from the CMMA program. The Executive Assistant is on her 4th course, the CAO is registered in two courses which will give him 3 completed once finished, and the CFO is registered in her first course. The Utilities Department will be writing exams next month.

4.4 Churchill Public Library

The CAO stated there is nothing to report at this time.

4.5 Contracts

The CAO stated there are no new contracts for discussion.

4.6 Leases

The CAO stated there are no discussions pertaining to leases.

5. NEW BUSINESS

5.1 AMM Convention

Councilor Botelho stated that the AMM Convention is fast approaching and arrangements need to be made. She wanted this brought up for discussion so that a decision can be made on who will be attending this year. In order to cut costs, she would recommend that 2 councilors attend instead of all 5.

FORWARD TO COUNCIL FOR DISCUSSION

5.2 Animal Control Officer Contract

Councilor Botelho stated that this was brought up for discussion when she filled in at the last Community Infrastructure Meeting. She stated that years ago the town used to tender out the dog catching service contract, but currently just has staff do it. The CAO stated he will have the MSO look into what other communities are doing and bring forth recommendations to the Community Infrastructure Meeting in October 2011.

ACTION: Administration to research Animal Control Officers from other northern communities and bring forth recommendations to the Community Infrastructure Meeting in October 2011.

5.3 Council Travel

This was brought forward for information only and was discussed during (4.1) AMM Convention.

5.4 HR Report (# of current employees and status)

The list of full time and part time employees for the Town of Churchill was presented to the PSFD&A Committee for information only.

5.5 VIA Rail – Suspension of Hot Meal Service

Councilor Azure brought this to the attention of Council just recently. VIA Rail has announced that as of November 1, 2011, VIA Rail will no longer have hot meal service on the Churchill line. The CAO stated that he will look into this further and keep council updated on the information.

ACTION: Administration to look into VIA Rail suspending Hot Meal Service effective November 1, 2011 on the Churchill line and advise council on updated information.

5.6 Issue Sheet – CGA Conference

The CFO presented an issue sheet to attend the upcoming CGA Conference in Winnipeg, Manitoba on October 19th, 20th, & 21st, 2011. The CFO is a designated accountant with the designations CGA and CA. In order to remain a designated accountant in good standing with the respective provincial associations, a member is required to report a minimum of 120 hours of professional development on a three year moving total basis. The CFO should attend the conference to keep abreast with current issues within the accounting profession as they relate to municipal affairs. The total cost is \$3,860.00.

RECOMMENDED TO COUNCIL FOR APPROVAL.

6. OLD BUSINESS

6.1 Employee Recognition Program

The Executive Assistant presented the preliminary plan for the Employee Recognition Program. The plan consists of two components: Employee of the month and the bright idea program.

There was discussion to incorporate the community into the nomination for the employee of the month program. There was further discussion to speak with the CRHA on their program.

ACTION: Administration to follow up with the CRHA to request copies of their Employee Recognition Policies and bring to the PSFD&A Meeting in October 2011.

6.2 Policy Review – Anti Harassment Policy & Benefits Enrollment

The committee requested time to review the policies and bring forth recommendations to the next meeting in October 2011. Councilor Botelho suggested a look at the CRHA's Anti-Harassment Policy to compare.

DEFERRED TO NEXT PSFD&A Meeting in October 2011

6.3 Community Concerns Regarding Groceries

Councilor Botelho brought this up for discussion as citizens in the community are extremely frustrated with the cost of groceries and the lack of healthy food choices. She stated that Mayor and Council need to set up a meeting with the NWC as well as bring Niki Ashton to the table for discussions.

ACTION: Administration to arrange a special meeting with NWC to discuss the high cost of groceries in Churchill and the lack of healthy food choices.

ACTION: Administration to arrange a special meeting with Niki Ashton to discuss the high cost of groceries in Churchill and the lack of healthy food choices.

7. IN CAMERA

7.1 The committee moved into an in-camera session at 12:45 p.m.

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

7. NEXT MEETING

7.1 October 17, 2011

8. ADJOURNMENT

8.1 The meeting adjourned at 12:51 p.m.