

**SOCIAL DEVELOPMENT & ADMINISTRATION
OCTOBER 20, 2010 at 12:00 p.m.
REPORT**

PRESENT: Councilor Mike Iwanowsky
Councilor Terry Stover
Albert Meijering, Chief Administrative Officer
Roxanne Chan, Chief Financial Officer
Jennifer Merry, Executive Assistant

ALSO PRESENT: Councilor Louise Lawrie

1. CALL TO ORDER

Councilor Mike Iwanowsky called the meeting to order at 12:15 p.m.

2. APPROVAL OF AGENDA

The agenda was approved with the addition of (5.3) Issue Sheet for Cell phones for management (5.4) HR Info (5.5) Office Closure

3. APPROVAL OF REPORTS

3.1 The minutes of the committee meeting of September 22, 2010 were reviewed and accepted as presented.

There was a discussion about staff recognition.

ACTION: Administration to talk with Councilor Heather Botelho to see if it is ready to proceed with the program.

4. DEPARTMENTAL REPORTS, CORRESPONDENCE AND/OR PRESENTATIONS

4.1 Approval of the accounts for the month ending September 2010

The accounts for the Town for period ending September 2010 were reviewed and the following items were noted:

Cheque #027389	Davis Controls LTD.	Ultrasonic flow meter for utilities
Cheque #027440	FHEG ACC Bookstore	Fire fighter handbooks
Cheque #027369	Windsnorth Construction	Work Premier's visit
Cheque #027394	Everything Electric	Transfer switch
Cheque #027438	deMeulles Gas Bar	Premier's visit
Cheque #027376	Princess Auto	No technician
Cheque #027413	Windsnorth Construction	Hanging of Plaque
Cheque # 027437	KGS Group Consulting Engineers	Visa slips as receipts

RECOMMENDED TO COUNCIL FOR APPROVAL

[Click Here to upgrade to
Unlimited Pages and Expanded Features](#)

There was a discussion regarding a current lottery license that has been issued and complaints that have been reviewed by the Town Staff. The issue has been forwarded to Lotteries and RCMP for resolution.

RECOMMENDED TO COUNCIL FOR DISCUSSION

5.2 Andrew Sprunt

There was a discussion about whether or not to offer Mr. Sprunt an extension, but it can not take him on as a consultant because he does not have the appropriate insurance and licenses to do so. So if we are to continue we have to keep him on as an employee. There was a discussion regarding the work he has done for the Town of Churchill. It was decided that the rest of the conversation would be discussed in-camera.

RECOMMENDED TO COUNCIL FOR APPROVAL

5.3 Issue Sheet Cell Phones

An issue sheet was presented for 4 cell phones and service plans to be purchased for the management team of the Town of Churchill. This issue sheet will be passed to regular council for approval.

RECOMMENDED TO COUNCIL FOR APPROVAL

5.4 HR Info

Councilor Louise Lawrie has researched information from the AMM website and also spoke with them. They directed her to a website that was listed on their website. HR Advisory membership, This membership would include access to a comprehensive database, downloadable HR documentation includes tools, templates, forms, job descriptions, policies, and procedures. There is a membership fee of \$999.00 per year. It was understood that they would work with the administration staff. It was asked if the CAO sees value in this membership and it was stated that it sounds great and would be a definite asset to the Town of Churchill providing that they help with the writing of the letters, policies etc.

ACTION: Administration to check references as well prepare an issue sheet for regular council meeting.

5.5 Office Closure

The CAO stated that the office will need to be closed on October 27, 2010 for the elections as the office staff will have to work the polls. Due to no suitable candidate came forward for the positions. This issue will be passed forward to Regular Council to approve.

RECOMMENDED TO COUNCIL FOR APPROVAL

6. OLD BUSINESS

7. IN CAMERA

8. NEXT MEETING

8.1 November 17, 2010

9. ADJOURNMENT

The meeting adjourned at 12:47 p.m.