

**PERSONNEL, FINANCE, SOCIAL DEVELOPMENT & ADMINISTRATION
WEDNESDAY February 18, 2009 at 12:00 p.m.
REPORT**

PRESENT: Deputy Mayor Heather Botelho
Councilor Terry Stover
Albert Meijering, Chief Administrative Officer
Roxanne Chan, Chief Financial Officer
Rebecca Allen, Executive Assistant

ALSO PRESENT: Councilor Louise Lawrie

1. CALL TO ORDER

Councilor Terry Stover called the meeting to order at 12:05 p.m.

2. APPROVAL OF AGENDA

The agenda was approved as presented.

3. APPROVAL OF REPORTS

3.1 January 13, 2009

The minutes of the committee meeting of January 13, 2009 were reviewed and accepted as presented.

4. DEPARTMENTAL REPORTS, CORRESPONDENCE AND/OR PRESENTATIONS

4.1 Approval of the accounts for the month ending January 2009

The accounts for the Town for period ending January 2009 were reviewed and the following items were noted:

Cheque #026546	Henderson's Janitorial	Cleaning of the theatre
Cheque #026588	Macri Photo & Design	Caskey's going away gift
Cheque #026639	Miro's Refrigeration Services	Mid-season ice plant Inspection
Cheque #026644	Seaport Hotel	Special Meeting Lunch (Charging back to Hydro)
Cheque #026652	Rod McKenzie	Contract Services (Charging back to Hydro)
Cheque #026643	Gary Johnson	Contract wages for operating Steamer Truck

5. NEW BUSINESS

5.1 Issue Sheet – Time Clock

The CAO stated that in order to keep better track of staff and overtime, it would be beneficial to purchase a time clock for all unionized complex staff. By having a biometric system, it will eliminate staff punching in for one another as it keeps track of everyone by thumb print. The CAO stated that the time clock system will start with all complex staff and if it works well, it will eventually be implemented to all departments of the town.

There was discussion and the committee felt this was an excellent way to keep track of all staff. It was agreed that this should be recommended to council for approval.

RECOMMENDED TO COUNCIL FOR APPROVAL

- 5.2 Issue Sheet – 2010 Olympic Torch Relay – Purchase of banners
An issue sheet was brought forward to purchase banners to display on Kelsey Boulevard for the upcoming torch relay in Churchill on November 8, 2009.

There was discussion and the committee felt this should be brought to the committee meeting in March after council has had the opportunity to meet with the Olympic Torch Relay Officials in early March

DEFERRED TO MARCH PFSA&D MEETING

6. OLD BUSINESS

7. IN CAMARA

- 7.1 The committee moved into an in-camera session at 12:16 p.m.
7.2 The committee convened the in-camera session at 12:44 p.m.

8. NEXT MEETING

- 8.1 Wednesday March 18, 2009

9. ADJOURNMENT

The meeting adjourned at 12:45 p.m.