



**HUMAN RESOURCES COMMITTEE
OPEN MINUTES**

**September 8, 2011
Courthouse Board Room**

Members Present: Chairperson Councillor Ian Forrest, Warden Julie Behrns, Councillor Bill French, Councillor Jim Aitcheson

Members Absent: Councillor Rhonda Ehgoetz

Staff Present: Bill Arthur, CAO; Ann McKnight Duralia, HR Manager; Tricia Wilhelm, HR Administration Clerk

1. CALL TO ORDER

Chairperson Councillor Ian Forrest called the meeting to order at 9:02 am and verified quorum was present.

2. ADOPTION OF AGENDA

Moved By Warden Julie Behrns

Seconded By Councillor Jim Aitcheson

THAT the agenda for Sept 8, 2011 be approved with the following two items being added to Item 8. Other Business:

1. Planning Technician/Draftsperson – Retirement of Heather Sturgeon
2. Accessibility Coordinator – Resignation of Shelby Wilson

Carried.

3. DECLARATIONS OF PECUNIARY INTEREST and general nature thereof

No Disclosures stated.

4. ADOPTION OF PREVIOUS MINUTES

Moved By Councillor Jim Aitcheson

Seconded By Councillor Bill French

THAT the minutes of the May 18, 2011 HR Committee open and closed meetings be approved.

Carried.

5. DELEGATIONS

5.1 Connie Van Andel, Barcon Consulting – Interim Report – Job Evaluation & Compensation System Review Update

Connie Van Andel of Barcon Consulting provided an overview of the Review and the Committee discussed recommendations.

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Moved By Bill French

Seconded By Jim Aitcheson

THAT the Committee accepts the recommendations made in the Barcon Consulting Report and instructs staff to prepare a report for that purpose.

Carried.

6. REPORTS

6.1 Financial Analyst Position

Moved By Warden Julie Behrns

Seconded By Councillor Jim Aitcheson

THAT the Committee receives the report for information and directs the CAO to provide the Committee with further information on this position.

Carried.

7. CORRESPONDENCE

7.1 DRAFT – Revised CAO Performance Feedback Form

The Committee reviewed the draft CAO Performance Feedback Form.

Moved By Councillor Jim Aitcheson

Seconded By Councillor Bill French

THAT the Committee accepts the CAO Performance Feedback Form and that the CAO and Human Resources Manager report back to the Committee regarding the “performance” portion of the form for the Committee’s consideration.

Carried.

8. OTHER BUSINESS

1. Heather Sturgeon has announced her retirement effective Sept 30, 2011.
2. Shelby Wilson has announced her resignation effective Sept 9, 2011. The CAO will perform the Exit Interview.

9. NEXT MEETING

The next HR Committee meeting will be at the Call of the Chair.

10. ADJOURNMENT

Moved By Councillor Jim Aitcheson

Seconded By Warden Julie Behrns

THAT the HR Committee meeting be adjourned at 10:55 am.

Carried.