

**MINUTES**  
**FEBRUARY 14, 2011**

---

**Open Session Meeting Minutes**

**Location: Boardroom**

**Time: 1:30 pm**

Present:

Council: Chair, Councillor Forrest, Councillor French, Councillor Aitcheson, Warden Behrns, Councillor Ehgoetz,

Staff: Bill Arthur, CAO; Ann McKnight Duralia, HR Manager

Chair Councillor Forrest called the meeting to order at 1:30 pm.

1. Moved by: Warden Behrns  
Seconded by: Councillor Ehgoetz

**That Ian Forrest be nominated as Committee Chairperson.....Carried**

2. a/ Moved by: Councillor Aitcheson  
Seconded by: Councillor French

**That the Agenda be approved as amended:**

**Open Session**

1. **Appointment of Committee Chair (additional item)**
2. **a/ Agenda Review/Changes\***  
**b/ Pecuniary interests/declarations\***  
**c/ Review/Approval of Minutes\***  
**d/ Review of Terms of Reference (additional item)**  
**e/ Temporary Employment Contract**  
**f/ Negotiations Update**  
**g/ Employee Benefit Variances**  
**h/ Job Evaluation/Wage Grid Review**  
**i/ Remuneration for Council Committee Meetings (additional item)**  
**j/ CAO Performance Review**  
**k/ Adjournment**

**\* to be added as standard items to future agendas.....Carried**

2. b/ Pecuniary interests/declarations – None

2. c/ i. Moved by: Councillor Aitcheson  
Seconded by: Warden Behrns

**That the Open Minutes of the August 26, 2010 HR Committee meeting be approved as received.....Carried**

- ii. Moved by: Councillor Ehgoetz  
Seconded by: Councillor Aitcheson

**That the Closed Minutes of the August 26, 2010 HR Committee meeting be approved as received.....Carried**

2. d/ Moved by: Councillor Aitcheson  
Seconded by: Councillor Ehgoetz

**That the Terms of Reference be approved as received.....Carried**

2. e/ Moved by: Warden Behrns  
Seconded by: Councillor French

**That Ann McKnight Duralia, Hr Manager, be directed to contact Connie Van Andel, Barcon Consulting to provide direction regarding discretionary benefits for contract employees and guidance on whether salary of contract employees should be on the existing salary grid.....Carried**

2. f/ Moved by: Councillor Ehgoetz  
Seconded by: Councillor Aitcheson

**That information provided by Ann McKnight Duralia be received.....Carried**

There are a few outstanding items requiring clarification prior to signing off on new Collective Agreement. ES/HR are scheduled to meet with CUPE Local 4514, Friday, February 18, 2011.

2. g/ Ann McKnight Duralia prepared a benefit comparison summary highlighting the differences between union/non-union employees. Bill Arthur provided a summary overview of the document. The committee agreed in principle with providing the ES Supervisors the same rate of accrual as the Paramedics, but wanted to know costs prior to approval and it will be brought back to the next committee meeting. The committee also requested clarification be provided on the other items prior to further consideration for the 2012 budget year.

- 2. h/ Moved by: Councillor Aitcheson  
Seconded by: Councillor French

**That \$18,000.00 be placed in the HR budget for the purpose of conducting a Job Evaluation System Review and Market Analysis of all non-union positions at the County. An Invitational Request for Proposal (RFP) will be prepared in order to proceed.....Carried**

- 2. i/ Moved by: Councillor French  
Seconded by: Councillor Aitcheson

**That the HR Committee recommend to Perth County Council that the following committee guidelines be used for Council remuneration:**

- i/ County Council – when adjacent to another meeting, it will count as an additional meeting providing it is a minimum of 30 minutes and has a formal agenda**
- ii/ Any meeting over 4 hours is paid a full day**
- iii/ Conferences – if travel time is greater than 4 hours, it is considered a full day, or if less than 4 hours is considered a half day.**
- iv/ Commuting daily to conferences incurs mileage remuneration only, not another half day per diem**
- v/ When there are 2 committee meetings in a day, expenses will be covered. It is recommended if attending two committee meetings in a day, to reimburse Councillors for a full day (anything over 4 hours) of pay, or 2 half day (under 4 hours) meetings.**
- vi/ Amend time limits on the bottom of the pay sheet**
- vii/ PR opportunities - mileage and additional out of pocket costs be reimbursed.....Carried**

- 2. j/ Ann McKnight Duralia provided copies of documentation for seeking input from Department Heads and was directed to move forward with process for seeking input from Department Heads following the budget.

- 2. k/ Moved by: Councillor Aitcheson  
Seconded by: Councillor Ehgoetz

**That the HR Committee adjourn at 4 pm.....Carried**