

Minutes of the General Government Committee Meeting

Held on Monday, March 26, 2012 at 7:30 p.m.

Present: **Wes Bentley, Chairperson**
 Jack Clark, Councillor
 Scott McDougall, Citizen Member
 Annette Clarke, CAO/Clerk

Meeting called to order at 7:30 p.m.

Following items added to agenda:

- 3. i) a) In Camera – Staff
- 5. iii) Summer Students Hiring

1. Disclosure of Pecuniary Interest

None declared.

2. Adoption of the February 27, 2012 Minutes

Moved by Jack Clark

Seconded by Scott McDougall

THAT the minutes of the February 27, 2012 meeting be adopted as presented.

Carried

3. Business Arising out of the Minutes

i) Property Standards

Annette advised that the by-law received Council approval. She stated that a bulk mail notice will be sent out advising residents of Gore Bay of the passing of the by-law and that copies are available on the website or at the office. Citizens will also be encouraged to clean up their properties to ensure compliance with the new by-law. If, after an inspection, residents are in non compliance they will receive a notice of non compliance.

Moved by Jack Clark

Seconded by Scott McDougall

THAT we enter an in camera session at 7:35 p.m. to discuss staff.

Carried

Moved by Scott McDougall

Seconded by Jack Clark

THAT we come out of in camera session at 7:45 p.m.

Carried

Moved by Jack Clark

Seconded by Scott McDougall

THAT the General Government Committee recommends to Council that Rick Pakkala's position as By-law Enforcement Officer be terminated as a cost saving measure to the municipality;

THAT the CAO/Clerk will take over the responsibility of by-law enforcement as allowed under Town by-laws and/or legislation;

FURTHER Staff will conduct a review in 2012 of all Town by-laws which require the assistance of a by-law enforcement officer and that these by-laws be updated as required by legislation;

FURTHER the General Government Committee will review the need for a by-law enforcement officer position prior to 2013 budget consideration.

Carried

ii) Job Descriptions

Job descriptions were reviewed by the Committee. Additional changes were suggested. Annette will make the required changes.

Moved by Scott McDougall

Seconded by Jack Clark

THAT the Job Descriptions be adopted as amended.

Carried

iii) Town Video/Picture Contest

Lindsay had prepared a simpler version of the Town Video/Picture Contest. Committee felt it was too simplified. Needed to ensure the “legal liability” aspect was included.

Following decisions were made:

1. Picture Contest only – no videos this time. Mention in advertising that videos will be in an upcoming contest.
2. No judges required – Judging will be done by the general public by voting online for their favourite.
3. Add barcode to print advertising for Smartphone technology allowing users to be directed to the website.
4. Prepare print advertising ie. posters and place at Information Centre, Marina, around Town.
5. Post on website, create facebook page encouraging people to vote.
6. Contest Period: October 1st closing date. Winners announced at Fall Festival.
7. Prizes for 1st, 2nd, 3rd. We will mention at Joint Business Advisory Committee and see if anyone wants to sponsor contest.
8. Restrict pictures to Gore Bay only pics.

Moved by Scott McDougall

Seconded by Jack Clark

THAT the General Government Committee recommends to Council that the Town proceed with a Photo Contest on the website to be administered by the General Government Committee and staff.

Carried

iv) Serviced Building Lots

Committee reviewed Lindsay’s report. Annette advised this is a start to the process. Staff will conduct a vacant lot survey and make recommendations back to the committee. Committee instructed Annette to contact potential developers and ask what they are looking for when choosing a location to develop. The answers to this question will assist in the stage of possible incentives the municipality can offer. We need to let people know “Gore Bay is open for business”. Scott also suggested a business profile be developed to hand out to potential buyers/renters.

4. Correspondence

i) Gore Bay Farmers Market re: use of waterfront

Gore Bay Farmers Market have submitted a letter requesting permission to utilize the waterfront park area under the same terms and conditions as last year. At the close of the season, the Gore Bay Farmers Market made a \$1,500.00 contribution to the town for the use of the park.

Moved by Jack Clark

Seconded by Scott McDougall

THAT the General Government Committee recommend to Council that the Farmers Market agreement be renewed for a further one year term under the same terms and conditions as previous year.

Carried

ii) The Algonquin Regiment Veteran's Association Parry Sound Branch

A letter was received from the Algonquin Regiment Veteran's Association Parry Sound Branch requesting a financial donation for a memorial cenotaph honouring members of the Algonquin Regiment of WW II. This letter was accepted as information.

5. New Business

i) Human Resources

- i) Employee Relations Handbook – Annette explained that the handbook has been in existence for quite sometime. This is simply a review of the information, giving the committee an opportunity to make recommendations for changes. It was noted that the Family Day stat holiday was added to the handbook.
- ii) Salary versus Non Salaried Employees Policy – Annette advised that she would like a definition of salary vs. non salaried employees with respect to hours worked, overtime, time off, vacation, sick time. This is especially important given the recent new hiring that was put on salary. Some of the policies ie. sick leave policy have a one year timeframe attached to them but no policy to reflect how to handle this for a new salaried employee.
- iii) Vacation Time – Annette advised that she would like some direction with respect to allowing vacation prior to one year being worked. The employment standards act sets out a minimum standard that an employee must work one year before qualifying for two weeks vacation. However, if the committee agreed, a policy could be established allowing holidays based on a prorated calculation.

General discussion ensued regarding the above. No decision was made. It was agreed that Wes would do some further research into the Employment Standards Act and report back to the Committee at the next meeting.

ii) 2012 Insurance Renewal

Annette explained that the Insurance Renewal documents have arrived. There is a premium increase of \$3,317.00, an approximate 6.5% increase over last year. The majority of the premium increase is due to a reassessment of the all town properties which resulted in the majority of property values being increased.

Moved by Scott McDougall

Seconded by Jack Clark

THAT the General Government Committee recommends to Council that the 2012 Insurance Renewal with Frank Cowan be accepted as presented.

Carried

iii) Summer Students

Annette presented the applications for summer student positions. There are four dock positions, two information attendant positions and one public works position to fill. Three of the four students that worked at the marina last year have reapplied. The Committee agreed to rehire these students without an interview based on their good performance last year. All applicants for the remaining positions will be interviewed. Annette will set up interviews for Monday, April 2 starting at 4 p.m.

6. Other

7. Adjournment

Moved by Jack Clark

THAT we adjourn at 10:10 p.m.

Carried

Meeting adjourned.

Respectfully submitted by
Annette Clarke, CAO/Clerk
Town of Gore Bay