

Minutes of the General Government Meeting

Held on Monday, May 28, 2012 at 7:30 p.m.

Present: Jack Clark, Councillor
Ron Lane, Mayor
Scott McDougall, Citizen Representative
Annette Clarke, CAO/Clerk

Absent: Wes Bentley, Councillor

1. Disclosure of Pecuniary Interest

None declared.

2. Adoption of the Minutes of April 23, 2012

Moved by Scott McDougall

Seconded by Ron Lane

THAT the minutes of the April 23, 2012 meeting be adopted as presented.

Carried

3. Business Arising out of the Minutes

i) Salaried vs Non Salaried Employees

Ron advised that Council did not adopt the recommendation made by the General Government Committee because there was no one to explain the decision that was made.

Jack explained that Wes had investigated the labour laws and all members of the committee were in agreement with the recommendation that was made. Employers are not obliged to pay salaried employees overtime until they hit over 44 hours.

Discussion ensued regarding the fairness between the two classes of staff.

Moved by Jack Clark

Seconded by Scott McDougall

THAT the recommendation made at the April 23, 2012 with respect to Overtime Policy be amended as follows:

Delete the paragraph pertaining to Hourly Employees and replace with the following wording:

“Hourly Employees are entitled to bank overtime hours after working their regularly scheduled work week up to a maximum of 44 hours per week. Hours worked over 44 hours are to be paid at an overtime rate of one and half times the regular rate of pay. Overtime hours can be banked as straight time up to a maximum of 40 hours. Banked hours must be taken as time off in lieu of payment. All overtime hours are to be approved by the CAO or Mayor.”

Carried

ii) Vacation Policy

Discussion ensued regarding the current vacation policy and how it applies to new hires.

Annette advised the current policy was made to mirror the Employment Standards Act with respect to working one year before qualifying for two weeks vacation. As well, a correction was requested with respect to the qualification period for vacation times as currently outlined in the by-law.

Different options were discussed ie. vacation credit system, adding an additional week after 6 months.

Moved by Scott McDougall

Seconded by Jack Clark

THAT the CAO be asked to draft a Vacation Policy based on discussions of the committee and present at the next General Government Meeting for further discussion.

Carried

iii) Sick Leave Policy

Tabled

iv) Property Standards Inspection

Scheduled for 7 p.m. June 25th preceding the regular General Government Meeting.

v) **Signage Request**

Annette advised that Council would like the General Government Committee to develop a Signage Policy which addresses the signage at the old municipal building. Annette asked for some input from the committee prior to drafting something. She was asked to research costs associated with different types of signing options for the building and report back at next meeting.

4. **New Business**

i) **Info Centre**

a) Island Tour

Committee reviewed the staff report and agreed with a tour but wanted it limited to Kagawong west. It was felt that it is the Gore Bay Information Centre's mandate to promote Western Manitoulin, therefore, our efforts are best concentrated in that area.

Moved by Ron Lane

Seconded by Jack Clark

THAT Lindsay Lane, EDO organize a Tour of Western Manitoulin (Kagawong west) for the Information Centre Students;

EDO to be reimbursed for the mileage costs associated with the tour.

Carried

ii) **Budget**

b) Computers

Annette advised that the computer budget set at \$2500.00 was not adequate to cover the costs of the four computers needed based on the tendered price that has been submitted. Other prices were ascertained as well and the costs are still above the budget allowance. Ron questioned why the budget was set at \$2500.00 vs \$5,000.00. No one had a clear answer but it was the amount approved by Council, therefore, a change is required to make the purchase. Annette explained that the cost of the software, specifically Microsoft Office was driving the price up by approximately \$500.00. There was also a new monitor, priced at approx. \$189.00 which was over and above the desktop units. If these items are taken out of the overall costs, the budget is still short approximately \$1,200.00. We had looked at our options and advised that OpenOffice might be a software option. It is a free download. Annette advised that they were willing to try it out but if it wasn't efficient, Microsoft Office may still be required.

Moved by Jack Clark

Seconded by Scott McDougall

THAT the General Government Committee makes the following recommendation to Council:

- 1. THAT an additional \$1,200.00 be allocated to the computer budget for the purposes of purchasing four desktop units.***

Carried

- b) Docushare

Annette advised this is a program for the purpose of records filing and management. She required more time to explain, therefore, the item was tabled.

- iii) Stay2Play Northern Giveaway

Due to fact there are no monies budgeted for this item, request was denied. However, committee agreed it was a good opportunity and would consider when addressing marketing budget for 2013. It was also suggested that the Joint Business Advisory Committee discuss as a possible option for the businesses in 2013.

5. Other

- i) Requests for Use of Ron McQuarrie Gazebo

Annette advised that she had received two requests for the use of the gazebo. The first was for this week for a University Campus Ministry gathering of praise and worship. Committee approved.

Second was a request by Natalie Diebolt to hold a “jam session” every Sunday from 7 to 9 p.m. There would be no amplification. She said she was willing to stop if “noise” complaints were filed but she felt this wouldn’t be a problem. Committee felt it was a good idea and approved the “jam session” subject to no amplification and if any complaints are filed we will reassess.

6. Adjournment

Moved by Scott McDougall

THAT we adjourn at 10:08 p.m.

Carried

Respectfully submitted by
Annette Clarke, AMCT
CAO/Clerk