

**Meeting Minutes : Labour Management Meeting**  
**Tuesday June 10, 2008**

**Attendance :** Dawn Sutherland  
Richard Lloyd  
Bill McKenna  
Trevor ?????  
Krystal Therien

**Agenda Item 1: Contracting in of various maintenance work**

*Issue:* Possibility of bringing some of the work back into the municipality's internal workforce that is currently contracted out. Example: landscaping.

- This would present the opportunity to keep on certain part-time workers
- There is a question as to whether this can be done cheaply internally – often outside contractors have specialized knowledge and equipment which makes it more cost effective
- Unclear whether the municipality has equipment available, and whether there is staff with the appropriate classification.

*Action:* Trevor will create a proposal regarding the man hours and equipment available/required for these projects

Richard will look into existing internal costs for contracted-out services

**Agenda Item 2: Policy for Bottled Water**

*Issue :* Promoting local drinking water by bottling/providing municipal tap water as an alternative to commercial purchase

- Locally bottled water promote municipal services
- Possibility that the cost-benefit of providing locally bottled water will be greater than providing purchased water - equipment will have to be procured to comply with occupational health and safety regulations (bottling equipment may be \$150,000)
- Are there alternatives to bottling – such as providing jugs of local water at meetings?

*Action:* Krystal to investigate associated costs in other municipalities currently bottling their own water

**Agenda Item 3: Summer Students (Family Members)**

*Issue:* Suggested preferential treatment to municipal workers' family members in job application process

- The Municipality currently does not have a policy regarding the preferential treatment of family members. It is the Municipality's position that the most qualified candidate will receive the position. The Municipality does however, have an informal policy concerning the management of family members where no family member will have direct authority over another.
- Is it possible to create a causal roster for part-time, temporary work such as an on-call list?

*Action:* Bill/Richard will examine the possibility of creating a causal on-call list for part-time temporary work

#### **Agenda Item 4: Pension Committee**

*Issue:* Selection of committee members to explore the impact of a defined benefits pension program.

- Union has selected two members (Trevor and Keith)

*Action:* Municipality to select a committee member in addition to Bill

#### **Agenda Item 5: Job Evaluation Committee**

#### **Agenda Item 6: Evaluation Process**

*Issue:* Concern regarding the internal consistency of the job evaluations has led to the need to reassess/update the process.

- Job evaluation refers to job description/job fact sheet not performance appraisal (difference between rating a position and an individual)
- Currently job evaluation is not clearly defined – need to improve the process
- Currently little organizational capacity for job evaluation – there is intention to fill an existing Human Resource position with a candidate with a job evaluation background
- Need to create a standard tool for assigning a relative value of tasks to ensure that outside workers are not at a disadvantage
- Bill has already put together some information concerning the issue

*Action:* Bill will put together a presentation for Trevor based on the information already collected

#### **Agenda Item 7: Shutting Down Municipal Building Between Christmas and New Years**

*Issue:* The complete closure of the municipal building between Christmas and New Years

- Provide the option for people to take vacation, borrow from vacation in next year, or work time in lieu
- Generally there are very few staff members present over the holiday
- This cannot be an either/or issue, people cannot choose to come into work without the building being open

*Action:* Council will be briefed on the issue, and if approved a memo will be drafted by Trevor to union members

#### **Agenda Item 8: Manulife- pension review and retirement sessions**

*Issue:* Providing information sessions/workshops regarding retirement

- Targeted sessions should be offered due to both a lack of interest and an ability to provide specific information. For example workshops may be offered surrounding post-retirement issues (coping with lifestyle changes) to those within 10 years of retirement
- General sessions should also be offered for those employees requiring assistance with financial retirement planning
- Follow-up to previous sessions (18 months ago) was zero

*Action:* The municipality will look into the offering of retirement based workshops for employees.

### **Agenda Item 9: Computer Purchasing Plan**

*Issue:* Revisions to the employee computer purchasing policy

- Policy has been changed to include examples of equipment purchase
- Policy has been changed to require loan requests be over \$500 due to administrative burden
- The purpose of the policy is to provide “normalized” computer access, not specialized equipment

*Not an actionable agenda item*

### **Agenda Item 10: Wellness Program**

*Issue:* Providing options for an employee wellness program

- In addition to offering lunch and learn/education programs the municipality has a budget for employee wellness activities at a rate of 150 dollars per employee. Examples of qualifying expenses include gym memberships/smoking cessation programs.
- Plan will be managed by Bill (Corporate Services)
- Is there a need for an allocation policy?

*Action:* Creation of a communications plan to create awareness of the program with employees.