



## The Corporation of the County of Bruce

### Corporate Services Committee Human Resources Division

#### Minutes

February 6, 2014  
10:12 a.m.  
Council Chambers  
Walkerton, Ontario

**Present:** Warden John Close, (Chair)  
Councillors Paul Eagleson, Bill Goetz, Larry Kraemer, Milt McIver,  
Mike Smith and Mitch Twolan  
Alternate Roland Anstett

**Staff:** Kelley Coulter, Chief Administrative Officer  
Darlene Batte, Administrative Assistant  
Doug Harris, Director of Human Resources

**Regrets:** Councillor David Inglis

#### 1. Pecuniary Interest

There were no declarations of pecuniary interest.

#### 2. Action Items

##### A. Excess Indemnity Coverage / Occupational Accident Insurance

**Moved by Councillor Paul Eagleson  
Seconded by Councillor Bill Goetz**

**That the 2014 Excess Indemnity Coverage at a cost of \$118,340 and the 2014 Occupational Accident Insurance at a cost of \$41,304 from Jardine Lloyd Thompson Canada Inc., be approved.**

**Carried**

**B. HR Generalist Job Description**

**Moved by Councillor Mitch Twolan  
Seconded by Councillor Mike Smith**

**That the HR Generalist Job Description, be approved.**

**Carried**

**3. Information Items**

The Correspondence received from the Ministry of Training, Colleges and Universities, Ontario and the Municipal Employer Pension Centre Ontario (MEPC)) was received for information.

**4. Closed Meeting**

**Moved by Councillor Mitch Twolan  
Seconded by Councillor Milt McIver**

**That the Committee move into a closed meeting to discuss UNIFOR Library negotiations pursuant to Section 239 (2) (d) of the Municipal Act, 2001 as amended – Labour Relations or Employee Negotiations; and to discuss a staffing issue pursuant to Section 239 (2) (b) of the Municipal Act, 2001 as amended – personal matters about an identifiable individual, including municipal or local board employees.**

**Carried**

**5. Rise and Report**

**Moved by Councillor Mitch Twolan  
Seconded by Councillor Larry Kraemer**

**That the Committee rise and report from the closed meeting.**

**Carried**

**6. UNIFOR Library**

**Moved by Councillor Mitch Twolan  
Seconded by Councillor Mike Smith**

**That the agreement between UNIFOR and its Local 2458 and the Corporation of the County of Bruce, Bruce County Public Library be ratified as presented.**

**Carried**

**7. Payroll Transition – Staffing**

**Moved by Councillor Milt McIver  
Seconded by Councillor Larry Kraemer**

**That the secondment of the Accounting Analyst to Human Resources until March 31, 2014 unless extended with the approval of the CAO and the additional hours required for Treasury – Contract Accounts Payable Clerk to 35 hours/week and a Contract employee for 17.5 hours/week - be approved.**

**Carried**

**8. Enterprise HR/Payroll Software Solution – Avanti**

The Enterprise HR/Payroll Software Solution – Avanti Report was received for information.

**9. Next Meeting**

The next meeting of the Corporate Services Committee – Human Resources Division will take place on Thursday, March 6, 2014 in the Council Chambers, County Administration Centre, Walkerton, Ontario.

**10. Adjournment**

**Moved by Councillor Larry Kraemer  
Seconded by Alternate Roland Anstett**

**That the meeting of the Corporate Services Committee –  
Human Resources Division adjourn at 10:40 a.m.**

**Carried**

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**Warden John Close, Chair  
Corporate Services Committee – Human Resources Division**