

First Aid Record Form

- Decision – No changes recommended for the form. Policy to be developed to formalize the First Aid Kit Inspections and Records. Include wording regarding immunization for the Works Department.

Self Evaluation Checklist Form

- Discussion regarding the need for a disclaimer to ensure clarity of the purpose for the Contractor self evaluation form
- Decision – insert a disclaimer on the form

Hazard Reporting Policy

- Decision – need a form for reporting hazards included as an Appendix.

Employee/Volunteer Police Records Check

- Decision – include wording to give the Township the authority to request a check be completed on a volunteer if it is purported that a change has occurred that could affect the police record

Employee Confidentiality Statement Policy

- Minor revisions

Respect in the Workplace Policy

- Minor revisions

Human Rights and Accommodation Policy

- Minor revisions

Elaine will make necessary changes to the policies/forms and issue to Council in their packages this Thursday. Approval is required at the next Council meeting.

Discussion regarding the outstanding Code of Ethics Policy.

2) Job Descriptions

Fire Dept Whitney descriptions are outstanding. Discussion – job descriptions should include an education or qualification component and they should have a consistent format.

3) Issue Resolution Process

Discussion regarding employee issue resolution and the role of the HR Committee. Once the process for employee issue resolution is formalized, the HR Committee would like to meet with all staff individually regarding the issue resolution process, the role of the HR Committee, and their job descriptions. Staff Managers will be advised in advance of these meetings.

The following documents will be drafted by Elaine:

- Formal Complaint form
- Organizational Chart
- Form letter including mission statement

4) Outstanding Issue

There was no feedback following the closed session of Council following the July 17th, 2008 meeting. Discussion regarding how the issue has been handled and the approach the HR Committee should take regarding the issue. Hal to contact the Mayor to call a Special Meeting of Council to address this issue.

Meeting adjourned at 12:50 p.m.

Next Meeting September 3, 2008 at 10:00 a.m.

Randy Jessup, Chair_____