



**THE CORPORATION OF THE
TOWNSHIP OF ALNWICK/HALDIMAND
IN CAMERA MEETING MINUTES OF
MARCH 31, 2010 - 4:00 P.M.**

Council met in In Camera Session on Wednesday, March 31, 2010 at 4:00 p.m. in the Council Chambers with Mayor William Finley presiding.

Members Present: Mayor William Finley
Deputy Mayor Dalton McDonald
Councillors: Raymond Bennis
Bill Holmes
Art Jeninga
Cathie Ritchie
Rosemarie Robins

Staff Present: Terry Korotki, Clerk/Administrator

Others Present: Mr. Terry Whyte, Consultant, Templemann Consulting

I. PURPOSE OF MEETING

The purpose of this meeting is to review with the Consultant, Mr. Terry Whyte of Templeman Consulting, the proposed Human Resources Policies and Procedures of the Township of Alnwick/Haldimand, in accordance with Section 239(2)(f), of the Municipal Act 2001, as amended.

II. CALL TO ORDER - 4:05 P.M.

Mayor Finley called the meeting to order at 4:05 p.m.

III. DISCLOSURES OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF - 4:07 P.M.

There were no disclosures of pecuniary interest at this time.

IV. APPROVAL OF IN CAMERA AGENDA AS CIRCULATED - 4:07 P.M.

Moved by Councillor Ritchie, seconded by Councillor Bennis;

"Be it resolved that the Agenda for the In Camera Session of March 31, 2010, be approved. CARRIED."

V. DELEGATION - 4:07 P.M.

Mr. Terry Whyte, Consultant, Templemann Consulting advised Members of Council that the Health and Safety Policies are still under review and will be finalized and forwarded to the Clerk/Administrator, Terry Korotki, on Tuesday, April 6, 2010.

A lengthy discussion ensued concerning the purpose of today's meeting and further discussion with respect to the policies presented today due to the fact that the Council Members did not have the opportunity to review the revised Human Resources Policies. It was the consensus of Council to review some of the Human Resources Policies this evening in respect to the following heading: Administration and Employment Practices.

Mr. Whyte was of the opinion that he would not be required to stay at this meeting in order that Council as a whole could review each individual Human Resource Policy. Mr. Whyte recommended that the Clerk/Administrator forward any comments of Council's deliberations to his Secretary, Christina

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Ramsay relating to the Human Resources Policies that are reviewed this evening.

Mr. Whyte departed from the Council Chambers at 4:51 p.m.

Council proceeded with the review of the following proposed Human Resources Policies:

- Administration:
 - o Dispute Resolution
 - o Enforcement of Policies
 - o Environmental Responsibility
 - o Equal Employment Opportunity
 - o Internal Disclosure/Whistle Blowing
 - o Respect in the Workplace

- Employment Practices:
 - o Accommodating Special Needs
 - o Background & Reference Checks
 - o Employee Dating
 - o Hiring Procedure
 - o Hours of Work
 - o Job Descriptions
 - o Orientation of New Employees
 - o Overtime

CONFIRMING BY-LAW – 8:01 P.M.:

By-Law No. 36-2010 - Being a by-law to confirm the proceedings of the Regular Council Session held on Wednesday, March 31th, 2010 of the Council of the Township of Alnwick/Haldimand.

Moved by Councillor Jeninga, seconded by Councillor Ritchie;

"Be it resolved that **By-Law No. 36-2010**, being a by-law to confirm the proceedings of the Regular Council session held on Wednesday, March 31th, 2010 of the Council of the Township of Alnwick/Haldimand, be read and deemed to be PASSED this 31th day of March, 2010. CARRIED."

VI. ADJOURNMENT – 8:01 P.M.

Moved by Councillor Benns, seconded by Councillor Holmes;

"Be it resolved that the In Camera Session of Wednesday, March 31, 2010 of the Council of the Township of Alnwick/Haldimand be adjourned at 8:01p.m. CARRIED."

Mayor, William Finley

Clerk/Administrator, Terry Korotki