

**TRI R COMMITTEE
SPECIAL MEETING
MINUTES**

January 18, 2010

A special meeting of the TRI R Committee was held on Monday January 18, 2010 at the Armour Township office and was called to order at 6:05 p.m..

Committee Members Present: Bob MacPhail, Committee Chair, Glenn Miller, Rex Smith, and Pat Hayes.

Staff Members Present: Karen Fraser, Deputy Clerk, Amy Tilley, Landfill Administrator,

DECLARATION OF PECUNIARY INTEREST

- ▶ None

BUSINESS ARISING FROM THE JANUARY 6, 2010 MINUTES

- ▶ Job Descriptions - Administrator, Site Manager and Assistant, job descriptions were presented and reviewed by the committee. The title of employer was changed to the TRI R Committee. Motion was made to approve and resolution was passed
- ▶ Time lines for Landfill Positions - The committee felt that although the time lines were tight, it was achievable. It was requested that revisions be made to include the committee in the process of short listing applicants for both positions and the Manager be involved with interviewing assistants. Recommendations were made in regard to the Hiring Committee consisting of the three Reeves.
- ▶ Employment Policy - The policy and staff report were reviewed and amendments were requested. Amended resolution was passed.
- ▶ Hiring Policy - In conjunction with the Employment Policy resolution approved the Hiring Policy as presented.
- ▶ Job Advertisements - In order to minimize costs one ad for both positions will be run in Almaguin News, North Bay Nugget and the Weekender for 2 consecutive weeks. Closing date will be February 3, 2010. Applicants should be encouraged to apply for both. Interviews for the Managers position will be February 10, 2010 and a date for the assistants interviews will be selected by the Hiring Committee. Motion was made and resolution was passed.
- ▶ Quonset Lighting Quotes - The quote for Marshall Electric was approved with direction being given to the Site Manager to initiate the work.

ADJOURNMENT

- ▶ A motion to adjourn was passed at 6:45 p.m..

RESOLUTIONS

- ▶ Moved by Rex Smith, Seconded by Glenn Miller, That the TRI R Committee approve the job description for the Landfill Administrator.
- ▶ Moved by Pat Hayes, Seconded by Rex Smith, That the TRI R Committee approve the job description for the Landfill/Recycling Site Manager.
- ▶ Moved by Pat Hayes, Seconded by Glenn Miller, That the TRI R Committee approve the job description for the Landfill/Recycling Assistant.

- ▶ Moved by Glenn Miller, Seconded by Pat Hayes, That the TRI R Committee adopt the Employment Policy as amended by the Administrator.
- ▶ Moved by Pat Hayes, Seconded by Rex Smith, That the TRI R Committee adopt the Hiring Policy as presented by the Administrator.
- ▶ Moved by Pat Hayes, Seconded by Glenn Miller, That the TRI R Committee authorize the administrator to advertise for a Landfill/Recycling Site Manager and (3) Landfill Assistants before January 22, 2010.
- ▶ Moved by Rex Smith, Seconded by Glenn Miller, That the Tri R Committee accepts the quote from Marshall Electric to install 2 exterior lights in the quonset hut at the landfill/recycling centre for the price of \$ 1067.79, as per the quote provided, and authorize the Manager to initiate the necessary work.
- ▶ Moved by Pat Hayes, Seconded by Rex Smith, That the TRI R Committee adjourn at 6:45 p.m. until the next regular meeting scheduled for February 3, 2010 at 7:00 p.m..

Bob MacPhail, Chairperson