

# KENORA DISTRICT SERVICES BOARD

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Minutes of the Human Resources Committee Meeting  
Held on Monday, April 28, 2008  
at KDSB Office in Dryden  
Commencing at 3:00 p.m.

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**PRESENT:** Penny Lucas, Chair (via teleconference)  
Bill Blower, Member (via teleconference)

**STAFF:** Sten S. Lif, Chief Administrative Officer

**REGRETS:** Brian Larson, Member

**GUESTS:** Mayor Phil Vinet, Red Lake (via teleconference)

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1. **CALL TO ORDER**

The Chair called the meeting to order at 3:10 p.m.

2. **APPROVAL OF AGENDA**

**MOTION NO.: HR2008-05**

Moved by Bill Blower  
Seconded by Penny Lucas

**RESOLVED THAT** the Human Resources Committee approve the agenda for a regular meeting to be held on Monday, April 28, 2008 as amended.

Additions: 7.2 HR 2008-07 - Human Resource Consulting Services  
7.3 Memo - Salaried Employee Increases  
9.2 Recommend approval to enter into Service Agreement

**CALLED; CARRIED**

**ACTION: None**

3. **DISCLOSURE OF INTEREST AND THE GENERAL NATURE THEREOF**

None

4. **DELEGATIONS / DEPUTATIONS**

None

5. **MINUTES OF PREVIOUS MEETING(S)**

5.1 **Minutes of February 18, 2008**

**MOTION NO.: HR2008-06**

Moved by Bill Blower  
Seconded by Penny Lucas

RESOLVED THAT the Human Resource Committee approve the minutes of the February 18, 2008 meeting.

CALLED; CARRIED

ACTION: File

6. CORRESPONDENCE

None

7. PROGRAM DIRECTOR'S REPORT

7.1 HR 2008-06: Electronic Communications Policy

The CAO's report was reviewed and Committee members were in agreement that the Board should have such a comprehensive policy in place given the increasing changes in the use of information technology today. Information technology is an essential component of KDSB's daily operation that has significant benefits for business when used appropriately. The key to managing this growing phenomenon is to establish goals, policy guidelines and resources to achieve maximum gain with minimal risk.

The CAO advised that in today's world it is necessary to protect the Board from accidental and intentional abuse through reducing the electronic risk. The policy has been vetted through the Board's solicitor and is the result of a several months of work. The policy has also been provided to the senior management staff for their review and input.

Should the Committee recommend approval and should the Board approve the policy it will be put into practice after employees have received a copy and have attended a workshop on the intent of the policy. It is estimated that the policy would be put in place in approximately 90 days from the date of Board approval.

7.2 HR 2008-07: Human Resource Consulting Services

The CAO's report, to provide human resource advisory and administrative consulting services, was reviewed and Committee members were in agreement that the Board needs to utilize external resources for its human resource advice and collective agreement negotiations. This is especially the case over the next year as the Board goes forward with the human resource implementation plan for the Ontario Works delivery model and the fact there are some four (4) collective agreements that need to be consolidated to one. This will require significant and frequent discussions with the various unions involved as well as a review of the existing collective agreements as well as the provision of other advisory and administrative services. The services included in the proposal are extensive and are at a fixed cost (rather than an hourly or daily rate).

The Board utilized the DiBrina Sure Human Resource Inc. during the last collective agreement negotiations and the services were handled in a very professional manner and resulted in a positive outcome.

This firm is also utilized by at least two other DSSAB's (Manitoulin-Sudbury and Timiskaming). The Manitoulin-Sudbury DSSAB utilizes this firm to do all of its human resources and is very pleased with their work.

7.3 Memo - Salaried Employee Increases for 2008

The CAO brought to the attention of the Committee the fact that the Board had approved a 3% increase in salaries for non-union staff in the 2008 budget however, there are three employees who are currently at or very near the maximum range of their salary and should they receive the full 3% increase they would exceed their respective maximum salary. Thus the CAO was seeking a recommendation from the Committee to the Board to allow for these maximum ranges to be exceeded so these employees would be eligible for the full 3% increase.

The CAO advised however that the seeking of this approval would not be necessary should the Board implement the new Salary Schedule proposed at the last Board meeting and which will be further discussed under Item 8.1 on this agenda.

8. GENERAL BUSINESS

8.1 Proposed new Non-union annual salary schedule

The Committee, along with Mayor Phil Vinet, reviewed the deliberations of the Board at the last meeting and it was the consensus of the group that the Committee had provided the information requested by certain members of the Board. The KDSB is currently well below the average of DSSAB's as can be attested to by the report prepared by NOSDA that was used to determine a proposed salary schedule for KDSB. It was the view of the group that the KDSB must be prepared to be competitive if it is to retain and recruit management staff.

It was the consensus of the group that the Committee recommends the Board approve the salary schedule that was proposed to the Board at the March Board meeting.

9. RESOLUTIONS/RECOMMENDATIONS

9.1 Recommend approval of Electronic Communications Policy

MOTION NO.: HR 2008-07

Moved by Bill Blower  
Seconded by Penny Lucas

RESOLVED THAT the Human Resource Committee recommend revising Policy No. KDSB-HR-I-05; Acceptable Use of Internet/Email. Such revised policy shall be renamed Electronic Communications.

CALLED; CARRIED

ACTION: Committee Chair

9.2 MOTION NO.: HR 2008-08

Moved by Penny Lucas  
Seconded by Bill Blower

RESOLVED THAT the Committee recommends entering into a Human Resources Purchase of Service Agreement with DiBrina Sure Human Resources Inc. to provide human resource advisory and administrative consulting services, such Agreement is attached as Schedule 'A'.

CALLED; CARRIED

ACTION: Committee Chair

9.3 MOTION NO.: HR2008-09

Moved by Bill Blower  
Seconded by Penny Lucas

WHEREAS the Board of Directors approved the 2008 Budget on November 22, 2007; and

WHEREAS the 2008 Budget included a 3% increase for salaries of non-union employees; and

WHEREAS there are non-union employees who have attained or are near attaining the maximum salary for their respective jobs prior to the increase approved by the Board in the 2008 Budget; and

WHEREAS a 3% increase would result in such employees receiving a salary in excess of the current maximum salary for their job.

NOWTHEREFORE BE IT RESOLVED that the Human Resources Committee recommends the Board of Directors approve such employees be eligible to exceed their maximum salary for their respective jobs, such salary shall not exceed the 3% approved in the 2008 Budget.

10. NEXT MEETING

The next meeting will be scheduled at the call of the Chair

11. ADJOURNAMENT

The meeting adjourned at 4:03 p.m.

Confirmed this 11th day of June, A.D. 2008,

By Resolution No.: HR 2008-11

Penny Lucas, Chair