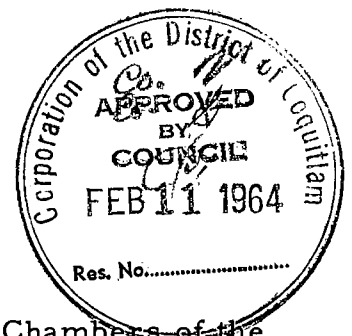


Supervisory Comm.

Friday, January 31st, 1964.



SUPERVISORY COMMITTEE

A meeting of the Supervisory Committee was held in the Council Chambers of the Municipal Hall, 1111 Brunette Avenue, New Westminster, B. C., on Friday, January 31st, 1964, at 2:00 p. m., with all of the department heads present save Mr. Joyce and Mr. Dukowski. Mr. Joyce was represented by Mr. Godin and Mr. Kincaid left early due to important decisions required of his office level.

A study of the Agreement between the Corporation and the Civic Employees' Union was studied and discussed in light of the continuing use of this Agreement to the end of 1964 of all matters especially the schedule showing range, classification and scale.

The question of administrative form flow survey was reported on by Treasurer and the coming to almost a dead standstill. Treasury reported that steps had been taken to correct all weaknesses immediately that same were discovered and that due to the pressure of the work at present time, the future of this survey is not known.

The question of population count was discussed confirming the population figure at 33,000 and a suggestion was put forward by members of the Committee that a head count could be conducted by organizing a block zone method.

Moved by Staff Sgt. Ruttan seconded by Mr. Hockey:
That this method be recommended to Council for their consideration.

Carried.

The question of public relations was discussed thoroughly and again the operation of the P. B. X. Board was listed as the most important public approach and must be watched at all times.

The United Good Neighbour appeal for 1964 among the Municipal staff was suggested to be carried out in similar fashion as 1963.

At this time, Mr. Frank Harris, Assistant Treasurer, presented himself and received a presentation in the form of a framed certificate from U. B. C. for his success as Junior in the Municipal Administration Course completed in the spring of 1963.

The presentation of Doug Reid's golf achievement was accepted by D. Cunnings for presentation at the Sports Award Dinner to be held in the near future.

A thorough discussion of the superannuation scheme now in effect in light of the Federal Pension scheme brought out some very interesting opinions on the sufficiency of our present scheme.

The request for recording secretaries, the list of applicants that have been tabled thus far along with Auxiliary Police training and volunteer firemen other than at fires, were surveyed and the Clerk informed the Committee that it was intended to present this first, for Committee purposes, to the 1964 Bargaining Committee.

The Chairman spoke to the department heads requesting every consideration by them to cover in full, the scope of their department, that is, where coroner's inquests require a report on residence and responsibility, that if at all possible, the Social Welfare Department assume the running down of this responsibility.

Friday, January 31st, 1964, continued.

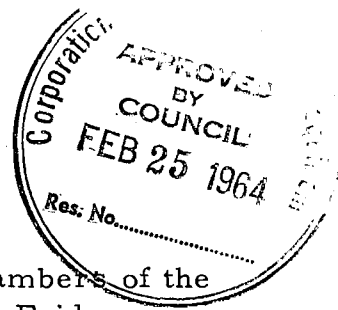
The Clerk's Office will assume transmission of communications and re-classification of employees, which this years bargaining have one application on hand.

The Parks & Recreation Comm. of which D. Cunnings and R. Caddy are responsible, would assume the running down of all problems relative to Parks & Recreation through the Recreation Office.

Expressions of thanks for the co-operation of the department heads and with a promise of another meeting shortly, the meeting adjourned.

.....CHAIRMAN

Friday, February 21st, 1964.



SUPERVISORY COMMITTEE

A meeting of the Supervisory Committee was held in the Council Chambers of the Municipal Hall, 1111 Brunette Avenue, New Westminster, B. C., on Friday, February 21st, 1964, at 2:00 p. m., with the following present:- Reeve Christmas, Mr. Pobst, Mr. Hockey, Mr. Cunnings, Mr. Kincaid, Mr. Dukowski and Mr. Falcon.

Following the introduction of the agenda, Mr. A. E. Martin of the Treasury Department took some photographs in the Council Chambers of the Supervisory Committee.

The Clerk informed the Committee that a Bill before the House in Victoria to amend the "Fair Employment Practices Act" prohibiting an employer from discriminating against any person whose age is between 45 and 65 and so advised the staff that if this is finally passed, that they should be careful in this regard in their intimations of why certain ratepayers are not hired.

The Clerk notified the Committee that a new application form would be drafted requiring details regarding Municipal experience and superannuation and pension coverage.

Discussion continued in regard to the Federal pension policy and reference was made to the Canadian Labour, official journal, of pension policy and the following points were emphasized:-

- (1) Preservation of workers' equity in the portable phase.
- (2) Provision for integration with or supplementation by private plans where such are in effect.

The question of letterhead was discussed and no change except suggestion of office hours 9:00 a. m. - 5:00 p. m. would eliviate troublesome calls after hours to the fire dispatcher.

Referring back to superannuation, the Committee discussed and felt legal advice should be secured in regard to the Superannuation Act, the section forcing participation in the superannuation programme upon the hiring of an employee who may be covered by such superannuation.

The Engineering Department discussed the conditions of the maps reaching the Engineering Department having passed through the Assessment Department and being returned in a very poor condition. The Clerk was asked to arrange with the Assessment Department for better care.

The Committee were informed that the Municipality have a Polaroid camera and arrangements of it use to be through the Assessor, who is custodian of it.

Mr. Cunnings requested Council's approval for an inter-municipal recreation commission letterhead to serve the three municipalities involved.

The Clerk requested all departments to be careful that the labour list of hours and employees be completed, signed by the Department Head and posted.

Discussion followed regarding switchboard operators and the suggested new board handling only in-coming calls and it was concluded that this system had its bad points and was not worthy to be considered further.

Suggested terms of reference for the Safety Committee to be supplied all departments, was requested.

Friday, February 21st, 1964, continued.

A fan was requested for Denis Albert for the paint room, which was considered very much a necessity, in the amount of \$75.00 and instructions were given to purchase one immediately.

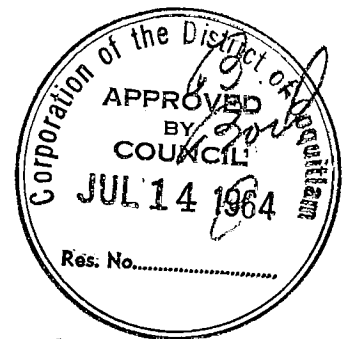
The survey on duplicating machine costs tabled with the committee and studied, revealed that the 914 Xerox was an economic machine that would be suitable and is recommended for the District of Coquitlam use.

Moved by D. Cunnings seconded by J. Kincaid:
That the meeting adjourn.

Carried.

..... CHAIRMAN

Friday, June 19th, 1964.



SUPERVISORY COMMITTEE

A meeting of the Supervisory Committee was held in the Council Chambers of the Municipal Hall, 1111 Brunette Avenue, New Westminster, B. C., on Friday, June 19th, 1964, at 2:00 p. m. Mr. Dukowski, Staff Sgt. Ruttan, and Mr. LeClair were not able to be in attendance.

Civil Defence equipment available and labour were discussed. It was pointed out by Mr. Kincaid that equipment as then owned by the Municipality, will have to be available in emergencies unless Council or other high^{er} authorities declare the area a disaster area at which time Provincial equipment may be brought in. This is true also of labour.

In the case of a disaster, at first the labour and machinery will be on Municipal charge.

Subject of emergency was discussed and the following points in the Municipality considered:-

- Booth Subdivision
- Leeders Pacific
- Essondale Colony Farm.

Following this, the Co-ordinator was given a great number of questions which he brought the Department Heads up-to-date in regard to their responsibility.

The Co-ordinator was then thanked for his explanations and in turn he thanked the Board of Works and the Recreation Department for their assistance in the last few days with sand and 10 labourers.

It was agreed that mutual aid from one department to another would have to be adjusted by the accounting staff and it was thought wise that Treasury should be given a few instructions in this regard so that when the departments are faced with extenuating circumstances, that the operations would be known before handled by the Department Heads.

The question of equipment, calls, channel of communication, radio and telephone were then discussed.

It was found that within the last 24 hours, a number of out lines were found unavailable and that Welfare reports numerous times that they were unable to get through to the Municipal Hall because of trunk lines at the Hall being short.

Radio calls to the Municipal Hall headquarters on our radio not working, indicated that we were fast approaching the need for a designated dispatcher as the delay is found to be the result of staff engaged at counter and unable to hand the dispatching.

Holiday schedules were discussed and explained to the Department Heads.

Public relation of the Municipality was considered by some Department Heads as poor and such things as:-

- (1) Reports by officers attending conferences to inform Council of latest developments was needed.
- (2) Reports by officers entering into extra curricula activities in which Council should be made aware of and in turn the public of the standard of the Municipality in light of the surrounding areas was considered advisable.
- (3) That policy made at the Council meeting should not be exceeded by an officer of the Municipality at any time.

The meeting then adjourned.

..... CHAIRMAN