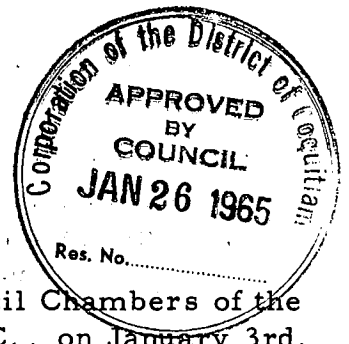


Supervisory Comm.

Monday, January 3rd, 1966.



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 January 3rd, 1966, at 2:30 p. m., with Mr. Falcon, Mr. LeClair, Mr. Cunnings, Mr. Joyce, Mr. Dukowski, Mr. Kincaid, Mr. Hockey and Mr. Pobst present.

The following points were discussed with suggestions that the next meeting review the findings relative to the specific items.

Policy Folder establishing a ready record of Council policy down through the years and current in particular.

Employment application forms stressing need for the completion of superannuation or pension plan covered at present. These forms to be used by all departments if for nothing more than record purposes of the successful candidate.

Grievance procedure information not used by departments and a suggestion that these regulations be circulated again was given.

Holiday application forms and the operation of the procedure instituted in 1964 to be followed by all departments.

The operation of the P. B. X. Board as to overload was reported by the Arena just before noon but not regularly.

Public relations was mentioned by the Clerk and it is hoped that every department head will determine that 1966 will be a year where public relations be emphasized in all departments.

U. G. N. - It was recommended that a letter of thanks be given to Mr. T. Protheroe for his efforts and Mr. D. Cunnings for the effort made in the coverage of the Municipal Hall staff last year and that in 1966 the same procedure be followed.

The question of budget adjustment was given and the Treasurer replied that the matter will have to be directed to Council.

Walks as to householders - The department heads were advised that the Post Office Department have an accurate record of population through their walk system.

The question of enabling legislation of parks and Parks Commission was discussed and understanding was given that the Reeve would be placing the matter before Council.

The Treasurer reported payroll now under electronics control and that the procedure would be working out satisfactory in a few weeks time. Possible trouble may be experienced and our patience was asked for by the Treasurer through the switch-over.

The Pension Plan was discussed and the Treasurer replied that superannuation would be continued on a 5% employee deduction and that the Federal Canada Pension Plan would be added on top or stacked.

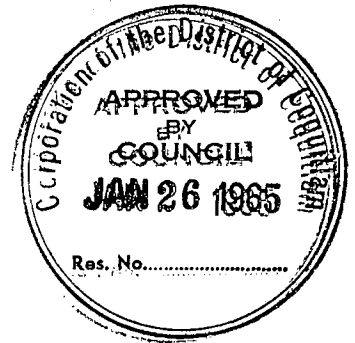
Monday, January 3rd, 1966, continued.

His Worship appeared before the Committee and touched upon his request for full co-operation in 1966 and that he wished the very best to employees and recommended that the department heads get together regularly and kick around their problems between themselves as they arise.

The meeting adjourned at 4:00 p.m. to reconvene on Wednesday, January 12th, at 2:30 p.m. in the Council Chambers.

.....CHAIRMAN

Thursday, January 13th, 1966.



## 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 Thursday, January 13th, 1966, at 2:30 p. m., with Mr. Falcon, Mr. Hockey, Mr. Kincaid, Mr. Cunnings, Mr. Joyce, Mr. LeClair and Mr. Pobst present.

The following points were raised and discussed as to procedure:

### Employees

Grievance procedure and warning system at present in use in which the department heads asked for a supply of this form that is to be completed in quadruplicate, was discussed.

### Staff

Questions were raised in regard to procedure and staff control, appointment and inter-departmental use. Also probationary periods of 6 months and their extensions.

### P. B. X.

A long discussion followed regarding the P. B. X. and new fire hall emergency calls and the emergency calls at 1111 Brunette Avenue as well as Fire Hall #1 being separated. The Engineer promised to check listings in the Directory recording any changes made regarding emergency calls.

### Signs and Painting

The Engineering Supervisor /<sup>requested</sup> following the approval of the Provisional Budget, that all departments inform him as soon as possible of signs and painting anticipated in this current year.

### Municipal Hall Committee

The members of the Supervisory Committee were reminded that Co. Clarke was chairing the Municipal Hall Committee for 1966, which indicated definite action regarding the planning of the municipal hall, and information released that one department had submitted its request for space in the new hall.

### Parking

Parking space at the Municipal Hall was discussed and the feeling that Parks & Recreation should have the ditch closed in/<sup>on Marmont</sup> and soil removed between the Hall and the Parks & Recreation Office for added space, was reported.

### Advertising

It was pointed out to the Engineer that some of the municipal vans and pickups were in need of painting and decals especially the Winter Works van parked by the Municipal Hall for long periods of time leading private citizens to park beside it.

### Equipment

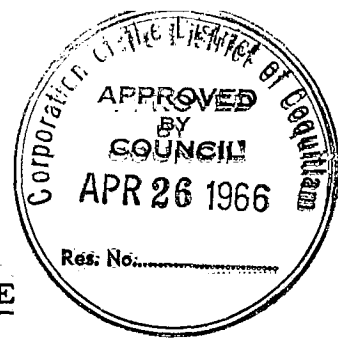
The question of standardization of equipment was discussed and the advantages pointed out.

### House Numbering

The Fire Chief asked what steps would be taken to correct the out of line house numbering and was informed that upon notification of the Clerk the true numbering system would be devised and with Council approval, the owners would be asked to change their numbering system.

The meeting adjourned at 3:30 p. m. to meet at the call of the Chair.

Wednesday, April 13th, 1966.



B. N. [Signature]

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 Wednesday, April 13th, 1966, at 2:00 p.m., with Mr. Pobst, Mr. LeClair, Mr. Hockey, Mr. Cunnings, Mr. Falcon, Mr. Kincaid and Mr. Dukowski present.

The purpose of the meeting was to deal with Council's request for each department head to list items and matters that could be dealt with at the department head level rather than reference to Council. The following matters were discussed:-

Insurance Coverage - Parks & Arena mainly as to liability when others have leased the services and there are injuries in which the Municipality may be involved.

Conferences - Procedure as to Committee and Council information and its relationship to the Budget. It was felt that the department heads, if the matter is covered by Budget in detail, report to the Committee only and that before leaving a report should be made to the Municipal Clerk for information by Councillmen.

Payments and Accounts - A strong representation was made to remove the rubber stamp method by passing approvals at the first of each year and under what conditions the approval is granted.

Budget - It was considered the the departments operating within the scopes of the Budget should proceed so duplication of approvals by Council may be done away with.

Treasury reported that eventually reports on committee expenditures should open the way for this type of accounting where Budget approval and Council approval is somewhat simplified.

Parks & Recreation - Requested streamlining their relationship with Council by way of minutes and budget.

Social Welfare - Stated that very seldom they present a problem other than conferences and special approvals for rates, while all the rest of the expenditures are directed through Treasury and monthly approval of Council is enjoyed.

Fire Department - Was found to use the Fire Committee and by minutes, approval of Council for all their needs.

Municipal Clerk reported that steps are being taken to relieve Council as to holidays, probationary period approvals, replacement of personnel and at the last meeting an inference of Council that when crosswalks approved by Engineer and R. C. M. P., that they be proceeded with without referring the matter to Council.

Moved by Mr. R. LeClair seconded by Mr. J. Dukowski:  
That the meeting adjourn.

Carried.

..... CHAIRMAN