

Personnel and GSO Committee Report

AGM 2021

This past year has been one of observation and making small changes. The position title was changed to better reflect the actual responsibilities assigned and the job description was updated with the KPI's included. The Operations Manager has been completing a monthly report detailing the duties completed and the amount of time spent to better understand what tasks take how much time. This was so that this committee is able to provide the Board accurate information that reflects what the Operations Manager is doing and why she requires the hours she does.

We are currently pursuing whether this position is considered an employee position, an independent contractor, or a dependent contractor. This distinction determines if we, as an entity, are required to pay employment portions for EI and CPP.

Overall, it has been a productive year in learning more about the Operations Manager position, the duties expected, and the time required to complete these duties. We want to thank the Operations Manager for all the hard work and service she provides!!