

**January 25, 2018**

**HUMAN RESOURCES AND ADMINISTRATION MEETING – MINUTES**

On Thursday, January 25, 2018 the Council for the Corporation of the Township of South held a Human Resources and Administration Meeting.

Present- Mayor Dumas  
Councillor John Brown  
Councillor Sandra Collins  
Councillor Dave Harper  
Councillor Joe Florent  
Councillor Richard Shalla

Staff- Holly Hayes, CAO/ Clerk –Treasurer  
Dave Gatley, Works Superintendent  
Carla Gatley, Deputy Clerk-Recording Secretary

Regrets- Councillor Bill Rodnick

**OPEN MEETING/CALL MEETING TO ORDER:**

Mayor Dumas called the meeting to order at 7:00 p.m.

**ADDITIONS/AMENDMENTS TO THE AGENDA:**

- Discussion on donation policy in the event of death of former staff or councillor
- Discussion on policy if a fire fighter moves out of town
- Travel costs for Brock University students
- Letter received from Bongopix
- DNSSAB/Whitney Public School
- Scheduling of Roads/Waste Committee Meeting
- Fishing Derby
- Closed Session/Contract Discussion

**ADOPTION OF THE AGENDA**

Moved by: D. Harper Seconded by: J. Florent to adopt the agenda as amended.

**DISCLOSURE OF PECUNIARY INTEREST: None**

**ADOPTION OF THE MINUTES**

Moved by: S. Collins Seconded by: R. Shalla to adopt the minutes of the Closed Human Resources and Administration Meeting of November 21, 2017 as circulated.

**UNFINISHED BUSINESS: None**

**NEW BUSINESS:**

- Information regarding Brock University and South Algonquin's Economic Development and Tourism Projects will be included in the next council package. Three students would like to come to South Algonquin to host public meetings on February 8<sup>th</sup> and 9<sup>th</sup>. Professor Fullerton is trying to get a travel grant from Brock University but is asking if the Township would be able to provide \$1,500.00 to cover travel and accommodation costs if he is unsuccessful. We were not successful in receiving funds from the Rural Economic Development (R.E.D.) grant. Council agreed to cover the costs if required.
- Owners of Camp Bongopix are seeking a letter of support for applying for a liquor licence for the Annual Black Fly Festival. A resolution will be at the next council meeting.
- The District of Nipissing Social Services Administration Board has purchased the Whitney Public School. They are interested in letting the township use the backyard. Will discuss further at a council meeting.
- A group has stepped forward offering to run the Children's Fishing Derby. Our insurance company has been notified and just ask that someone present has First Aid and CPR; that volunteers have police record checks done and that the thickness of the ice is checked.
- Discussion on perhaps putting a policy in place in regards to a donation in the event that a previous staff member or councillor passes away.
- Discussion on the possibility of planting a tree at the Lester Smith building that can be decorated at Christmas.
- Discussion on revising the Fire By-Law to include a statement indicating that fire fighters will not have to resign from the fire department if they move out of town.

Moved by: R. Shalla Seconded by: J. Florent to move into closed session at 7:27 p.m. to discuss a contract.

Moved by: J. Brown Seconded by: J. Florent to move out of closed session at 7:33 p.m.

- Review of organizational chart. Discussion on part time employees being offered to join the pension plan. Discussion on hours of operation of the Whitney Rink.
- Discussion on Accident Reporting- The Highway Traffic Act states that accidents over \$2,000.00 in damage and accidents causing personal injury must be reported.
- Staff will be attended a training session in Renfrew on Cannabis, Bill C-45.
- Reviewed the Procedural By-Law. The By-Law will be brought forward to the March 1, 2018 Council Meeting.
- Discussion on Meeting Schedule. Council meetings will be held on the first Thursday of each month. The third Thursday of each month will be reserved for Committee meetings if needed. February 15<sup>th</sup> will be a Roads/Waste Management Committee Meeting. March 15<sup>th</sup> will be a Human Resources and Administration Committee Meeting.

Moved by: J. Brown Seconded by: J. Florent to adjourn the Human Resources and Administration meeting of January 25, 2018, at 9:09 p.m.

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Mayor Jane A. E. Dumas

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Holly Hayes, CAO/Clerk-Treasurer

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Deputy Clerk Carla Gatley  
Recording Secretary