

November 19, 2019

HUMAN RESOURCES, ADMINISTRATION & PUBLIC RELATIONS MEETING – MINUTES

On Tuesday, November 19, 2019 the Council for the Corporation of the Township of South held a Human Resources, Administration & Public Relations Meeting.

Present- Mayor Dumas
Councillor Sandra Collins
Councillor Joe Florent
Councillor Dave Harper
Councillor Bongo Mike Kalimin
Councillor Richard Shalla
Councillor Joey Vermaire

Staff- Holly Hayes, CAO/ Clerk –Treasurer
Carla Gatley, Deputy Clerk-Recording Secretary
Dave Gatley, Works Superintendent (joined the mtg at 12:26 p.m.)

OPEN MEETING/CALL MEETING TO ORDER:

Councillor Collins called the meeting to order at 11:03 a.m.

ADDITIONS/AMENDMENTS TO THE AGENDA:

- Set date for CAO performance appraisal
- Municipal Modernization Grant
- ROMA conference

ADOPTION OF THE AGENDA

Moved by: J. Vermaire **Seconded by:** D. Harper to adopt the agenda as circulated and amended.

DISCLOSURE OF PECUNIARY INTEREST: None

PROCEDURAL BY-LAW:

Reviewed the draft Procedural By-Law in detail.

PART TIME FIRE CHIEF:

Ten resumes were received. Discussion on forming a committee to review the resumes and a hiring committee. Scheduled a meeting for December 10th at 6:00 p.m. in Madawaska for an information session for all fire fighters.

WAGE GRID:

The CAO-Clerk/Treasurer provided a staff report suggesting a 2% increase to the grid effective January 1, 2020.

The Works Superintendent:

-Stated that there is only one employee in the works department with an AZ license. One of the landfill site attendants has an AZ license and suggests that the employee be paid at an operator's rate on the grid when he is called upon to drive a truck. Council was in consensus.

-Has contacted Ground Force Training and an outside Roads Superintendent to be part of the hiring process for the new full-time employee position. The process probably won't start until the spring. Council was in agreement that it be mandatory for the new employee to have an AZ license.

-Informed council that the part time employee that was off on sick leave has received a clean bill of health and is back to work but only two days a week.

-The excavator should be delivered the week of November 25th.

Councillor Shalla questioned the status of the Hay Lake parking lot.

PROFESSIONALISM:

After discussion it was agreed that all members of council will only be identified by their surnames during meetings; per the Procedural By-law no member shall speak at a meeting without first being recognized by the Chair.

SANTA CLAUS PARADE:

A volunteer is needed to drive the township truck that Santa will be in. Councillors to let the H.

Hayes know if they are interested.

NEW BUSINESS:

-Council will perform the CAO/Clerk-Treasurer's performance appraisal on December 4th, after the council meeting.

-There is a Municipal Modernization grant available through Ministry of Municipal Affairs and Housing. The CAO/Clerk-Treasurer will do a grant proposal.

-The CAO/Clerk-Treasurer stated that she will not be going to the ROMA conference, she may attend an educational program in Renfrew next year.

-The Auditors will be here this week.

Moved by: R. Shalla **Seconded by:** D. Harper to adjourn the Human Resources, Administration & Public Relations Meeting of November 19, 2019 at 1:29 p.m.

Councillor Sandra Collins

Holly Hayes, CAO/Clerk-Treasurer

Deputy Clerk Carla Gatley
Recording Secretary