

**March 25, 2021**

**HUMAN RESOURCES, ADMINISTRATION & PUBLIC RELATIONS MEETING – MINUTES**

On Thursday, March 25, 2021 the Human Resources, Administration & Public Relations Committee held a meeting via Zoom Meeting which was streamed to YouTube.

**Council Present:**

Mayor Dumas, Chair  
Councillor Sandra Collins  
Councillor Dave Harper  
Councillor Joe Florent  
Councillor Bongo Bongo  
Councillor Richard Shalla  
Councillor Joe Vermaire

**Township Staff Present:**

Holly Hayes, CAO/Clerk Treasurer  
Carla Gatley, Deputy Clerk, *Recording Secretary*

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

Councillor Collins called the meeting to order at 11:22 a.m.

**ADDITIONS/AMENDMENTS TO THE AGENDA: None declared**

**ADOPTION OF THE AGENDA**

**Moved by:** R. Shalla      **Seconded by:** B. Bongo  
To adopt the agenda as circulated.

**DISCLOSURE OF PECUNIARY INTEREST: None**

**UNFINISHED BUSINESS: None**

**NEW BUSINESS:**

**Review of Smoke Free Workplace Policy:** H. Hayes reviewed suggested changes.

**Review of Complaint Policy:** H. Hayes reviewed suggested changes.

**Review of Hiring Policy:** Policy will not be revised while there is a current job vacancy.

**CLOSED SESSION:**

Move into closed session to consider subject matter regarding; Ontario Municipal Act, Part VI, S.239 (2) k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board; Recruitment Process.

**Moved by:** J. Vermaire      **Seconded by:** J. Florent

To move into a closed session of the Human Resources, Administration & Public Relations Meeting of March 25, 2021 at 11:33 a.m.

*Carla Gatley, Deputy Clerk left the meeting.*

**ADJOURNMENT:**

**Moved by:** B. Bongo      **Seconded by:** J. Vermaire

To adjourn the Human Resources, Administration & Public Relations Meeting of March 25, 2021 at 12:34 p.m.

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Councillor S. Collins

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Holly Hayes, CAO/Clerk-Treasurer

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Deputy Clerk Carla Gatley  
Recording Secretary