

**August 25, 2021**

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

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

Council Present:

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

Regrets- Councillor Joe Florent

**Township Staff Present:**

Bryan Martin, CAO/Clerk Treasurer  
Dave Gatley, Works Superintendent  
Carla Gatley, Deputy Clerk, *Recording Secretary*

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

Councillor Collins called the meeting to order at 9:02 a.m.

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

**ADOPTION OF THE AGENDA**

**Moved by:** D. Harper      **Seconded by:** R. Shalla  
To adopt the agenda as circulated.

**DISCLOSURE OF PECUNIARY INTEREST: None**

**UNFINISHED BUSINESS: None**

**NEW BUSINESS:**

- Budget and Financial Control Policy – Reviewed and discussed draft policy. Recommendation was to bring forward to the September 1, 2021 Council meeting for approval.
- Delegation of Authority By-Law - Reviewed and discussed draft By-Law. Recommendation was to bring forward to the September 1, 2021 Council meeting for approval.
- Procurement Policy - Reviewed and discussed draft policy. Recommendation was to bring forward to the September 1, 2021 Council meeting for approval.
- HR Policy - Reviewed and discussed draft policy. Recommendation was to bring forward to the September 1, 2021 Council meeting for approval.
- Council Pregnancy Leave - Reviewed and discussed draft policy and By-Law. Recommendation was to bring forward to the September 1, 2021 Council meeting for approval.
- Vaccination Policy - Reviewed and discussed draft policy. Recommendation was to bring forward to the September 1, 2021 Council meeting for approval.
- Staff Report/By-Law Enforcement - Reviewed and discussed the addition of 20 hours a week to ensure adequate by-law enforcement. Consensus of Council was to formalize plan for the addition of 20 By-Law enforcement hours. Recommendation was to bring forward to the September 1, 2021 Council meeting for approval.
- Staff Report/Tender SA2021-02 Rehabilitation of Airy Pedestrian Bridge – Reviewed and discussed the use of up to \$100,000 from the General Reserve Fund to complete a

revised scope of work for the Rehabilitation of the Airy Pedestrian Bridge. D. Gatley is going to investigate the possibility of getting wood from a different source and will bring back some pricing.

- Council Vacancy Dickens Ward – Three applications have been received so far. There has been a request from the Ayleen Lake Community Association that the appointment go to a resident of Dickens Ward. There will be discussion at the September 1<sup>st</sup> council meeting on how to formalize and finalize the process for the candidates.
- New Signage and Muskoka Chairs – Tabled until September 1, 2021.

**ADJOURNMENT:**

**Moved by: B. Bongo**

**Seconded by: J. Dumas**

To adjourn the Human Resources, Administration & Public Relations Meeting of August 25, 2021 at 12:00 p.m.

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Councillor S. Collins

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Bryan Martin, CAO/Clerk-Treasurer

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Deputy Clerk, Carla Gatley  
Recording Secretary