

June 23, 2021

HUMAN RESOURCES, ADMINISTRATION & PUBLIC RELATIONS MEETING – MINUTES

On Thursday, June 23, 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 Joe Florent
Councillor Bongo Bongo
Councillor Richard Shalla
Councillor Joe Vermaire

Township Staff Present:

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

OPEN MEETING/CALL MEETING TO ORDER:

Councillor Collins called the meeting to order at 9:00 a.m.

ADDITIONS/AMENDMENTS TO THE AGENDA: None

ADOPTION OF THE AGENDA

Moved by: D. Harper **Seconded by:** J. Florent
To adopt the agenda as circulated.

DISCLOSURE OF PECUNIARY INTEREST: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

- Verbal Land Acknowledgement Before Meetings – Councillor Bongo requested that Council consider adding a verbal land acknowledgment to each agenda to be said prior to every meeting. Council was in consensus. The CAO/Clerk-Treasurer will confer with some colleagues that are already doing this. Councillor Harper stated that the Library Board is already making an acknowledgment declaration prior to each of their meetings.
- Appoint Registrar and Deputy Division Registrar - Reviewed and discussed staff report and draft By-Law. By-Law will be brought to the July 7, 2021 Council meeting.
- Marriage Licenses – Reviewed and discussed policies, staff reports and By-Laws. By-Laws will be brought to the July 7, 2021 Council meeting.
- Council/Staff Relations - Reviewed and discussed staff report, policy and draft By-Law. By-Law will be brought to the July 7, 2021 Council meeting.
- Staff Code of Conduct - Reviewed and discussed staff report and policy. By-Law will be brought to the July 7, 2021 Council meeting.
- Investment Policy - Reviewed and discussed staff report and policy. By-Law will be brought to the July 7, 2021 Council meeting.
- Reserve Fund Policy - Reviewed and discussed staff report and policy. By-Law will be brought to the July 7, 2021 Council meeting.
- Power of Entry - Reviewed and discussed staff report and Draft By-Law. By-Law will be brought to the July 7, 2021 Council meeting.
- Confirmation By-Law - Reviewed and discussed staff report and Draft By-Law. By-Law will be brought to the July 7, 2021 Council meeting.

- Administration Staff Report- Reviewed and discussed implementing asset management software, improved payroll software and a stand-alone file server, as identified in KPMG’s Modernization Study. Council was in consensus.
- HR Efficiency Staff Report – Reviewed and discussed implementing HR Downloads as our HRIS system. Council was in consensus.
- Cassellholme Update – Cassellholme Home for the Aged has selected a contractor for the re-build project. The province is funding half of the project and Cassellholme is expecting nine municipalities to be guarantors for \$1.2 million. Our annual re-payment limit and ability to borrow will probably be affected by this and the funds will show up as a contingent liability on the balance sheet. The CAO-Clerk-Treasurer is getting a legal opinion. There is another meeting on June 28th.

ADJOURNMENT:

Moved by: J. Florent

Seconded by: R. Shalla

To adjourn the Human Resources, Administration & Public Relations Meeting of June 23, 2021 at 10:52 a.m.

Councillor S. Collins

Bryan Martin, CAO/Clerk-Treasurer

Deputy Clerk, Carla Gatley
Recording Secretary