

February 12, 2020

HUMAN RESOURCES, ADMINISTRATION & PUBLIC RELATIONS MEETING – MINUTES

On Wednesday, February 12, 2020 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

OPEN MEETING/CALL MEETING TO ORDER:

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

ADDITIONS/AMENDMENTS TO THE AGENDA:

- Move delegation to after Unfinished Business
- Need to set up an interview committee for the Internship position

ADOPTION OF THE AGENDA

Moved by: R. Shalla **Seconded by:** J. Dumas

To adopt the agenda as circulated and amended.

DISCLOSURE OF PECUNIARY INTEREST:

- Councillor Collins and Councillor Vermaire- Private Roads Grant Program

UNFINISHED BUSINESS:

Entrance Policy

- Discussion on draft Entrance Policy, D. Gatley will expand policy to include unopened road allowances and will circulate policy with addition. A by-law will be brought to the March 4th Council Meeting.

PRESENTATION: - Placemaking Design 9:28 a.m.

Beth Kennedy and Anya Gansterer provided a presentation which included results from Township surveys received. They are working on a branding plan for the Township as well as wayfinding maps. They are also considering updating the township logo and are proposing using a chickadee as the township's symbol.

Ms. Kennedy and Ms. Gansterer left at 10:09 a.m.

UNFINISHED BUSINESS Continued:

Update, Private Roads Grant Program

- H. Hayes followed up with questions that arose from a meeting in November and investigated what other townships do. Discussion on criteria that would be required to be eligible for the grant. D. Gatley will provide a list of access roads from our CGIS system.
- Considering implementing in 2021.
- Have to explore where in the budget the funds would come from.

Non-Operating Parks

- H. Hayes has been in contact with MECP; their legal department is reviewing the situation.
- MECP have been asked to follow our level of service guidelines for any proposed service agreements.
- The township will continue to maintain the road at our discretion in the interim.
- Camp Madawaska has been contacted, they are saying that they would cooperate but hasn't stepped forward yet.
- Should get any agreements or results of discussions with MECP in writing.

NEW BUSINESS:

Human Resources Policy- deferred to a closed session of the March council meeting.

Internship

-Need an interview committee for the internship position. Lynn Stewart will sit on the committee, she has been instrumental in sending the job ads out and has already started on interview questions. Councillor Kalimin as well as H. Hayes will also be on the committee.

Part Time Fire Chief

-The successful candidate, Don Kruger has accepted the offer of employment and has forwarded a police record check. His start date will be March 3, 2020.

Moved by: J. Vermaire **Seconded by:** R. Shalla

To adjourn the Human Resources, Administration & Public Relations Meeting of February 12, 2020 at 11:34 a.m.

Councillor Sandra Collins

Holly Hayes, CAO/Clerk-Treasurer

Deputy Clerk Carla Gatley
Recording Secretary