

**TOWNSHIP OF SOUTH ALGONQUIN**  
**HUMAN RESOURCE/ADMINISTRATION COMMITTEE MEETING – MINUTES**

On Thursday, May 11, 2017 the Human Resource/Administration Committee held a meeting.

Council Present: Mayor Jane Dumas, Chair  
Councillor John Brown  
Councillor Sandra Collins  
Councillor Joe Florent  
Councillor Dave Harper  
Councillor Bill Rodnick  
Councillor Richard Shalla

Township Staff Present: Holly Hayes, CAO/Clerk Treasurer  
Tracy Cannon, Municipal Operations Clerk, *Recording Secretary*

Chair of the Human Resource/Administration Committee, Mayor Dumas called the meeting to order at 7:58 p.m.

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

**ADOPTION OF THE AGENDA:**

**Moved by: R. Shalla**

**Seconded by: S. Collins**

To adopt the agenda as prepared for the Human Resource/Administration Committee meeting of Thursday, May 11, 2017 as circulated.

**DISCLOSURE OF PECUNIARY INTEREST: None**

**UNFINISHED BUSINESS:**

- Discussion regarding the draft Recreation Committee By-Law. Holly Hayes, CAO/Clerk Treasurer will make revisions to the By-Law and present it at the next Regular Council Meeting.

**NEW BUSINESS:**

- The Chief Building Official sharing agreement was discussed. Holly Hayes, CAO/Clerk Treasurer has spoken to other municipalities that are currently sharing a CBO. She will get a copy of a contract/agreement for Council to review.
- Holly Hayes, CAO/Clerk Treasurer presented a power point presentation on the Township's PTSD Prevention Plan. It has been developed to outline the Township's approach to manager Post Traumatic Stress Disorder for volunteers and staff. The goal is to initiate discussions and address PTSD prevention, intervention and recovery. Holly Hayes, CAO/Clerk Treasurer is scheduled to make presentation to both Fire Departments.
- Discussion regarding the construction and installation of a kiosk at J.R. Booth Park. The kiosk would house artifacts of the history around J.R. Booth Park and include artifacts of the Roundhouse and the station. Staff will look into a quote and bring it back to Council for discussion.

**Moved by: B. Rodnick**

**Seconded by: R. Shalla**

To adjourn the Human Resource/Administration Committee meeting of May 11, 2017 at 9:39 p.m.

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Mayor Jane A.E. Dumas/Chairperson

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Tracy Cannon, Municipal Operations Clerk  
Recording Secretary