



Township of

North Dundas

COUNCIL REPORT

To:	Mayor and Members of Council
From:	Angela Rutley
Date of Meeting:	May 14, 2013
Subject:	Administration Report

1) Employment and Discipline Policies:

Attached are draft employment and discipline policies for Council's review. The employment policy replaces our existing hiring policy #07-2004. This policy is much more comprehensive than our existing policy which only covered the hiring of relatives. The discipline policy is a new policy. We do not currently have one in place, but should. If Council is in agreement with the drafts, they will be circulated to all employees for comment and then brought back to the next Council meeting for approval.

2) Source Protection:

South Nation Conservation has submitted the Source Protection Plan to the Province for approval. They anticipate the implementation date to be January 1/14. We need to have a Risk Management Official (RMO) and a Risk Management Inspector (RMI) in place at that time. South Nation Conservation is willing to provide those services to us. I recommend that we authorize them to act on our behalf in these capacities for a two year period. The heaviest work load will be in initial implementation and will occur in the first few years. After two years, we can review the situation to determine if we can bring this in house or if we want to continue with South Nation's assistance.

3) April Activities/Meetings:

April was an extremely busy month and all staff members deserve credit for working together to make our heavy workload manageable and carry out duties in the most efficient manner.