

**June 2<sup>nd</sup>, 2010**  
**SPECIAL MEETING**

On Wednesday June 2<sup>nd</sup> 2010, the Council for the Corporation of the Township of South Algonquin held a Special Meeting at 7:00 p.m. called for the purpose of reviewing the Report received from Gail Rappolt Consulting & the Township Wage Grid.

**PRESENT:**

COUNCIL Mayor Percy Bresnahan	Councillor Randy Jessup
Councillor Dave Harper	Councillor Robert Ogilvie
Councillor Jane Dumas	Councillor Richard Shalla
Councillor Joe Florent	

STAFF – Clerk-Treasurer, Harold Luckasavitch  
Works Superintendent/CBO, Gerald Dunn  
Administrative Assistant, Carla Gatley  
Deputy Clerk-Treasurer, Sue Klatt-recording secretary

**Moved by: R. Jessup                      Seconded by: R. Ogilvie                      Res. # 10-191**  
“That Council for the Corporation of the Township of South Algonquin calls to order the Special Meeting of June 2, 2010 at 7:00 p.m. to receive the report submitted by Gail Rappolt Consulting and to review the Township Pay Grid.  
**-Carried-**

Mayor Bresnahan reminded all present that this report was the outcome of a previous Council Resolution in 2009 whereas a consultant would be hired to speak to assess and report on:

- a) What would be needed to increase team work among staff
- b) What would be needed to increase the effectiveness of relationships between Township of South Algonquin Staff and the council and its members.
- c) What would be needed to increase the level of customer service provided by the Township Staff.

The report included many recommendations and suggestions available to staff in addressing the aforementioned issues.

All staff members and Council members were given the opportunity to comment on the report and state their opinions as it pertained to the recommendations brought forward by the aforementioned report.

All present agreed that many of the aforementioned issues of concern have been resolved through staff changes and discussions; but some of the recommendations addressing effectiveness and efficiencies as it relates to the reporting progress status to Council should be addressed.

The following areas of concern were discussed and it was decided that staff would implement or investigate the following;

- a) Investigate the need for additional staff:ie. maintenance person  
If it is deemed by department heads that another staff is viewed as necessary, Council would like to see a job description, a cost assessment, a need assessment and a rate of pay followed by a resolution to Council.
- b) Customer Service Survey to be discussed- Council would have to provide questions and direction for the survey.
- c) The necessity of a Mission Statement
- d) The implementation of an Action Item List and Outstanding Matters Report- The Deputy Clerk-Treasurer agreed to bring suggestions forward.

**Moved by: R.Ogilvie                      Seconded by: R.Shalla                      Res. # 10-192**  
“That Council for the Corporation of the Township of South Algonquin adjourn the Special Meeting of June 2, 2010 at 10:13p.m.  
**-Carried-**

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**Mayor- Percy Bresnahan**

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**Clerk- Harold Luckasavitch**